TERMS AND CONDITIONS OF APPOINTMENT TO GRADUATE ASSISTANTSHIP (GA)

Students who have accepted a GA position must have their hiring manager complete this form. Once the form is completed by the hiring manager and signed by the hiring manager and the student, the hiring manager should forward this form, along with the student's I-9 (with appropriate forms of ID from the List of Acceptable Documents found on the last page of the I-9 Form), W-4, and Direct Deposit forms electronically via email to the Office of Graduate Research Services at graduateresearch@rowan.edu. For further information on terms and conditions, please visit the Rowan Global Learning and Partnerships website at www.rowanu.com/graduate/assistantships.

Mark one: **Full-Time_____** **Part-Time _____**

As a graduate assistant at Rowan University, I_____, accept the following terms and conditions:

1. My assistantship will be in effect for the period commencing on _____and terminating on _____. The period of my work assignment will run from _____ to _____ during the fall, and from _____ to _____ during the spring, (inclusive of examination weeks but exclusive of holidays and authorized term breaks). ***During this period I will work for a maximum workload of _____ hours per week in the College of_____, at the Department/Program_____*** on activities assigned by the department. If I am absent during my regularly scheduled work time, I agree to make up lost time. I further understand that, subject to certain conditions, I may re-apply for an assistantship for a second year.

2. I agree that the essential duties and responsibilities of my assignment have been explained to me, and I further agree to perform such duties and responsibilities in a professional manner.

3. I will **register for and complete _____ semester hours** applicable to my program **during each of the fall and spring semesters**. If I intend to drop a course for any reason, I will notify the *Office of Graduate Research Services* in writing.

4. As a graduate assistant, I will maintain a minimum cumulative grade point average of 3.0. I understand that, should my grade point average fall below 3.0, I may forfeit my assistantship.

5. My assistantship includes **a tuition credit waiver for _____ credits per semester** applicable to my graduate program and a **stipend of $_____ per semester**, payable bi-weekly. ***All fees, however, (general service fee, student center fee, etc.) will be my responsibility.***

6. If I receive a grade of "Incomplete" in any course, I must have the "IN" removed no later than the 7th week of the following semester. I understand that, should I fail to have the "IN" removed within that time, I may forfeit my assistantship.

7. If, for any reason, I must resign from my assistantship, I agree to give a minimum of two weeks' notice, in writing, to my work supervisor and the Assistant Vice President for Research, *Office of Graduate Research Services*.

8. If, for any reason, I am terminated or I must resign from my assistantship before the end of the period of my appointment, I understand that the following will apply regarding my stipend and tuition waiver:

   a. If my termination or resignation becomes effective at the end of the semester, but prior to the end of the period of my work assignment, the stipend will cease upon the date of termination or resignation; however, the tuition waiver for the current semester will not be in jeopardy. I understand that I will forfeit any stipend and tuition waiver for the future semester.

   b. If my termination or resignation becomes effective at any time during the fall or spring semester, I understand that my stipend (if applicable) will cease upon the date of termination or resignation. I am also aware that I may be fully responsible and liable for all tuition that has been waived for that semester.

9. I agree to participate in all meetings of graduate assistants that may be convened during the period of my assistantship, as well as all activities associated with the evaluation of the graduate assistantship program.

Student _____ _____
Sign *Date*

Hiring Manager _____ _____
Sign *Date*

Revised 4-24-17