Date

Dear Last, First

Rocket #

**New Appointment**

The College of Graduate Studies congratulates you on your selection for a graduate assistantship in the College and Department. As a graduate assistant at The University of Toledo, you will make a significant contribution to the life of the university as both a student and a professional. This acceptance letter outlines our expectations for you as a graduate assistant and our commitment to ensuring that this experience will enhance your graduate education.

## **Stipend and Tuition Scholarship**

This graduate assistantship is for semester(s). You will be required to work # hours per week.

The assistantship includes

* **A stipend** of $ amount for semester-year (subject to mandatory federal, state, and local taxes and withholding). You will be working # per week.
* **A tuition scholarship** up to # credit hours for semester-year(s)
  + The tuition scholarship covers graduate level instructional fees only. General, technology, parking, and other fees will remain your responsibility.
  + The tuition scholarship will not be applied to any undergraduate courses, audited courses, or repeated courses.
  + Tuition scholarship is applied directly to the base graduate tuition and has no cash value.

## **Health Care (Policy 3364-30-05)**

To support your academic success and well-being, The University of Toledo offers a Student Health Insurance Plan. The University believes it is important that all students maintain health-care coverage. Effective Jan. 1, 2019, UToledo entered into a partnership with a new provider, Payer Fusion LLC, to manage the plan as of spring 2019. <http://www.utoledo.edu/depts/hr/benefits/student/>

For Affordable Care Act plan information, visit <http://www.healthcare.gov>

## **Verification and Information Release**

This offer is contingent on the university’s verification of your credentials as required by law and/or university policies. You are required to undergo a criminal background search. The background search is conducted to support the university’s mission and to meet the goal of providing a safe and secure environment. Complete the enclosed *Authorization to Release Information* form and all other required hiring documents and return to College/Department by date.

**Work Responsibilities**

The College/Department determines the specific duties of a graduate assistant according to it needs. Your duties include:

* Discuss working hours- expectations during university breaks, holidays or inclement weather.
* Explain assignment or possible assignments in detail.

Additional duties can be added here

Your graduate assistant supervisor will be name, contact information. Please schedule a meeting with your supervisor before your classes start to review your specific duties as well as any activities your assistantship requires you to attend. Please seek appropriate help if you have questions about your assistantship.

## **Duration of Assistantship**

If this assistantship is offered for more than one semester, you must meet the following criteria:

* Be enrolled in a graduate degree-granting program and be registered for graduate coursework in accordance with the College of Graduate Studies guidelines
* Maintain a cumulative GPA of 3.0
* *Before* dropping or withdrawing from any graduate courses, get prior approval from your graduate director or department chair and the associate dean for graduate programs in your college
* Receive satisfactory evaluation of your work performance by your department supervisor
* Maintain number of stated credit hours outlined in your offer, unless prior approval is given by the associate dean for graduate programs in your college
* Complete your graduate plan of study form and submit it to the College of Graduate Studies after obtaining all necessary approvals

This appointment may be renewed based on departmental needs and availability of funds.

## **Responsibilities and Orientation**

It is your responsibility to be aware of all procedures, expectations and policies related to your assistantship. Topics are covered in the General Catalog, the Graduate Student Handbook and The University of Toledo’s policy pages, all located on the university website, as well as those resources given to you by your program, department, or college.

As a graduate assistant, you should demonstrate academic, professional, and scholarly ethics of collaboration, as well as collegiality, confidentiality, and compliance, as outlined in the Graduate Student Handbook. To learn more about each area, you are required to participate in the College of Graduate Studies graduate student online orientation program. Orientation covers topics like academic integrity, research ethics & compliance, advisor relationships, and campus services. In addition, the College of Graduate Studies offers optional program development sessions throughout the year to enhance your graduate experience at The University of Toledo.

## **Employment Status**

As a graduate student with an assistantship, you are eligible for the tuition scholarship as a benefit of your graduate student employee status. You are ineligible for other benefits, such as vacation pay, sick leave, or paid holidays. Graduate assistants are expected to work their required hours.

## **Assistantship Goal**

The primary goal of an assistantship is to facilitate progress towards the attainment of your graduate degree. We are confident that you will meet and exceed these general expectations as well as the specific responsibilities identified by your supervisor and program. Your contribution through research, teaching, or administrative work supports the mission of the university. We hope you find your assistantship to be a valuable experience and we look forward to assisting you as you achieve your professional and academic goals.

## **Offer Acceptance**

Acceptance of this offer could affect other financial aid or student loans for which you may be eligible. It is your responsibility to contact the Office of Financial Aid to inform them of acceptance of any award or inquire about the potential impact on other financial aid.

This offer cannot be combined with any other fellowship, grant or award without prior approval from your department chair, the associate dean for graduate programs in your college, and the College of Graduate Studies.

If you accept this offer, we expect that you will honor this commitment and enroll in your degree program at The University of Toledo for the year-academic semester. If you agree to these terms, please sign below and return this letter to name, address by date. Contact her/him to make arrangements to complete mandatory new hire paperwork before the start of classes. If you are unable to accept, please contact name as soon as possible.

If you have any questions or need additional information, please do not hesitate to contact name, contact information. We look forward to working with you in the upcoming semesters!

Sincerely, Sincerely,

Designation Dr. Amanda Bryant-Friedrich

Name of College/Department Vice Provost for

The University of Toledo Graduate Affairs & Dean,

College of Graduate Studies

The University of Toledo

cc: student file, college, signed acceptance of offer attached to ePAF

I understand the terms set forth in this offer letter and I accept this graduate assistantship for

Semesters(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Date R#