Date



Student's Rocket #

The College of Graduate Studies wishes to congratulate you on being selected for a graduate assistantship in the College and Department. As a graduate assistant at The University of Toledo, you will have the opportunity to make a significant contribution to the life of the university. Graduate assistants function both as students and professionals and it is important for you to be aware of the requirements and responsibilities of your new position. This acceptance letter will outline our expectations for you as a graduate assistant and our commitment to ensuring that this experience will enhance your graduate education.

This graduate assistantship is for the \_\_\_\_\_\_semester, and/or \_\_\_\_\_\_\_\_semester.The assistantship includes a stipend in the amount of $amount; subject to mandatory federal, state, and local taxes and withholding; as well as a tuition waiver up to # of credit hours for Fall-Year, up to # of credit hours for Spring-Year and up to # number of credit hours for Summer-year . You will be required to work # hours per week. Please note, the tuition scholarship covers graduate level instructional fees only; general, technology, parking, and other fees will remain your responsibility. The tuition scholarship cannot be applied to any undergraduate courses, audited courses, or repeated courses.

The University of Toledo believes it is important that all students maintain health-care coverage to help ensure academic success and well-being. To assist with this goal, the University offers a Student Health Insurance Plan. <http://www.utoledo.edu/depts/hr/benefits/student/>

Effective Jan. 1, 2019, UT entered into a partnership with a new provider, Payer Fusion, LLC, to manage the plan starting Spring 2019. For Affordable Care Act plan information, visit healthcare.gov.

This offer is contingent on the university’s verification of credentials and other information required by law and/or university policies including, but not limited to, a criminal background check. Criminal background checks are conducted to support the university’s mission and to achieve the goal of providing a safe and secure environment. The enclosed Authorization to Release Information form must be completed and returned to College and Department along with all other required hiring documents by date.

The College/Department determines the specific duties of a graduate assistant according to its needs. Your duties include: explain assignment or possible assignments in detail; whether student will work over spring/fall break; hours of per day or how schedule is set; etc. Your Department chair/supervisor will be name, contact information. Please schedule a meeting with your advisor before your classes start; to review your specific duties, stated above; as well as any activities your assistantship requires you to attend. If at any time you are unclear about any of these items, it is your responsibility to ask questions and seek the appropriate assistance.

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

1. Be enrolled in a graduate degree-granting program and be registered for graduate coursework in accordance with the College of Graduate Studies guidelines;
2. Maintain a cumulative GPA of 3.0;
3. Get prior approval from your graduate director or department chair and the Associate Dean for Graduate Programs in your college before dropping or withdrawing from any graduate courses;
4. Receive satisfactory evaluation of your work performance by your department supervisor;
5. Maintain number of stated credit hours outlined in paragraph two above, unless prior approval is given by the Associate Dean for Graduate Programs in your college; and
6. Complete your graduate plan of study form and submit to the College of Graduate Studies after obtaining all necessary approvals.

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

It is your responsibility to be aware of all policies, procedures, and expectations covered in The University of Toledo’s policies, General Catalog, and the Graduate College Handbook located on the university website, as well as those resources given to you by your program, department, or college. As a graduate assistant, you are expected to demonstrate academic, professional and scholarly ethics of collaboration, collegiality, confidentiality and compliance as outlined in the College of Graduate Studies “Graduate Student Handbook” located on their website. To help with this process, you are required to participate in the College of Graduate Studies Graduate Student online Orientation program, where subjects such as Academic Integrity, Research Ethics & Compliance, Relationship with your Advisor, and Campus Services will be presented to name a few. In addition, the College of Graduate Studies will hold optional Program Development sessions throughout the year to help with your Graduate experience here at The University of Toledo.

As a graduate student with an assistantship you are eligible for the above tuition scholarship as a benefit of your graduate student employee status; however, you are ineligible for any other benefits including but not limited to: vacation pay, sick leave, or paid holidays. Graduate Assistants are expected to work their required hours, as mentioned above.

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 that you find your assistantship to be a valuable experience, and we look forward to assisting you in achieving your professional and academic goals.

Acceptance of this offer could affect other Financial Aid or student loans for which you are eligible. It is the student’s 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.

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-year academic year/semester. If you agree to these terms, please sign below and return this letter to name, address by date and contact her/him to make arrangements to complete mandatory new hire paperwork before the start of classes on date. If you are unable to accept, please contact name as soon as possible. This offer cannot be combined with any other fellowship, grant or award without prior approval from your department chair and Associate Dean for Graduate Programs in your college as well as receiving approval from College of Graduate Studies.

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 academic year!

|  |  |
| --- | --- |
| Sincerely, | Sincerely, |
|  |  |
|  |  |
|  |  |
| Designation, Name of College/Department  The University of Toledo | Dr. Amanda Bryant-Friedrich  Vice Provost for  Graduate Affairs & Dean,  College of Graduate Studies  The University of Toledo |

cc: Student File, College of Name of College/Department signed acceptance attached to GAPA

**I understand the terms set forth in this offer letter and I am pleased to accept this graduate assistantship for** **academic year/semester year-year**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Date R#