

Student Name ID

First Name Last Name

Hiring Department New Hire Renewal Transfer

Student's Academic Program Student 's Degree: Master's Doctoral

(Choose doctoral for students pursuing a masters and doctoral degree)

Total number of graduate credits earned of the credits required for the degree.

During the term of this contract, will the student be in their final semester at NDSU? Yes No

AppointmentDetails

Assistantship Type Contract Type

Graduate assistant is expected to work hours/week and/or teach credits during the academic year.

Stipend Start Date End Date

| | | | | |
|------------|----------|---------|---------|------------|
| Position # | Job Code | Stipend | monthly | Hours/Week |
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Graduate assistantships at NDSU shall not exceed an average of 20 working hours per week with the exception of spring break, winter break, and summer semester. Hours must be documented using an appropriate method approved by the assistantship supervisor.

TuitionFunding:

How will this student's base tuition be funded?

| | | | | | |
|--|--------|-------------|---------------|-----|-------------------------|
| | Fall | Full (100%) | Partial (50%) | N/A | Final semester Funding: |
| | Spring | Full (100%) | Partial (50%) | N/A | Final semester Funding: |
| | Summer | Full (100%) | Partial (50%) | N/A | Final semester Funding: |

Is this student working outside of their college of record? Yes No

College of Record Approval
(if 'Yes' is selected, Tuition Funding Approval sign here)

Comments (If tuition will be funded by both a tuition waiver & remission, describe funding here.)

You must complete the trainings marked below



Annual Notice of Policies and Designated Medical Provider
Baseline Safety
Code of Conduct
Equal Opportunity/Title IX
Family Educational Rights and Privacy Act (FERPA)

Initial Waste Handling Training (in-person)
Laboratory Safety Training
Biosafety and Bloodborne Pathogens Training
Nanomaterial Safety Training



Radiation Safety Training
Waste Handling Online Refresher (each semester)
Others

All Graduate Assistants must:



- Read the Graduate Assistantship policy in the Graduate Catalog
- Complete all required trainings and forms referenced above.
 - Failure to meet these requirements may delay the application of your tuition waiver and cause you to acquire a monthly late payment fee. It may also lead to the revocation of your tuition funding and/or termination of the assistantship.
- Be a degree seeking student.
 - If you withdraw from your academic program and fail to notify the hiring department and the Graduate School, and continue to be paid after you stop working, you will be responsible for repaying NDSU the amount you received for the time after you stopped working.
- Be enrolled in a minimum of 6 graduate credits during the fall and spring semester. This policy does not apply if the student has fewer than 6 credits remaining to complete their program of study.
 - Departments may require students to register for more than 6 credits to hold an assistantship
 - Students with summer assistantship must be enrolled for a minimum of 6 credits either during the spring prior or fall term immediately after. Summer enrollment is not required for a summer term assistantship.
- Work 160 hours over the course of the given semester.
 - Should your assistantship end and/or you work less than 160 hours in the given semester, you will no longer be eligible for the Graduate Assistant Tuition Rate and will be billed at your original residency rate.
- Complete all graduate degree requirements, including thesis and dissertation research, with time outside of the paid assistantship work hours.
- Maintain a cumulative grade point average of 3.0 or higher.
 - Students placed on academic warning are eligible for assistantships.
 - Students placed on academic probation are not eligible for assistantships.
- Consult with your hiring department if you plan to travel outside of the United States, as you may need to be placed on a leave of absence for that period of time.

Tuition Waiver (if applicable)

If you are receiving tuition funding, be aware of the following stipulations.

- Tuition funding covers graduate base-tuition for NDSU graduate credits only. Students are responsible for:
 - audited courses
 - differential tuition
 - student fees
 - undergraduate courses*
 - Cooperative Education
 - Interactive Distance Education Alliance (IDEA)
 - internships
- Graduate assistants are billed at the Graduate Assistant Tuition Rate.
 - Should your assistantship end or you work less than 160 hours in the given semester, you will no longer be eligible for this unique rate and will be billed at your original residency rate.
- The amount of graduate base-tuition covered is at the discretion of my academic college's tuition waiver policy.
- The tuition funding will not be more than the amount of graduate base-tuition.
- The tuition waiver will be processed upon completion of required trainings and forms.
 - If you have an unpaid balance from any previous semester, the current semester's tuition waiver will not be applied until the outstanding balance is paid in full.

Accepting your Assistantship Offer

- If you choose to accept this appointment, sign this contract no later than
 - you must also complete W-4 and I-9 forms on or before your first day of work. The I-9 form must be completed in person with HR/Payroll located in Hastings Hall.
 - Note: The total stipend amount and start date will be dependent on your actual hire date. The contract is effective on the day work commences.
- All graduate teaching assistants and service assistants must consent to a background check. 
 - Research assistants responsible for, or with access to, controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances must consent to a background check. Indicate if this applies to this potential graduate assistant. Yes No 
 - Official offer of the assistantship is contingent upon a successful background check.
- Your performance will be reviewed by
- Your first performance review will be on or around
 - Continuation of this assistantship is contingent upon you receiving satisfactory performance reviews by your supervisor.
- Your appointment may be renewed depending upon performance and the availability of funding.
- If telecommuting or remote working apply, refer to the NDSU Flexible Remote Work information on the HR/Payroll website. Also, any telecommuting or remote work may be subject to applicable state and federal laws.

You are expected to fulfill your responsibilities adhering to the professional and academic expectations of your discipline and in compliance with NDUS and NDSU policies. Violations of these policies and expectations may result in sanctions including termination of your assistantship and/or dismissal from the Graduate School. Adjudication of these violations will occur in accord with Policy 335, or other appropriate policy.

By signing this contract, you are confirming that you have read the Graduate Student Assistantship policy and the assistantship contract and agree to the above terms of this appointment, including but not limited to the associated responsibilities and tuition waiver conditions.

Prospective Graduate Assistant

Department Head/Director

Graduate Assistant Supervisor

Graduate School

Do you currently hold or will hold a J-1 student Visa? (Select NA if this question does not apply.)

Yes

NA

Stipend Funding Information:

| | | | | | |
|-------------|-----------|------------|----------|-------------|----------------|
| Position #: | Job Code: | Stipend: | monthly | Hours/Week: | |
| Fund #: | Dept #: | Project #: | Program: | % Split: | Pool Position: |
| Fund #: | Dept #: | Project #: | Program: | % Split: | Pool Position: |

Comments:

| | | | | | |
|-------------|-----------|------------|----------|-------------|----------------|
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Comments:

NOTE: This form does not route to the Budget Office or the Ag Budget Office. For Ag position funding changes, contact the Ag Budget Office. For other funding changes, please submit a Funding Change form or a Grad Payroll Change form, as appropriate, to the Budget Office.

College/Division Approval

Funding Approval