

615 McCallie Avenue
Chattanooga, TN 37403
423.425. • PHONE 423.425. • FAX

Dear

Congratulations! You have been awarded a graduate assistantship which will provide you with a stipend and a maintenance fee waiver for each academic semester of the award. If you have any questions, please contact the Graduate School at 423-425-4478; you will be referred to the appropriate Program Coordinator.

Department:

Academic year:

Assistantship type:

Length of Assistantship:

Maintenance fee waiver (per semester):

Assigned Professor:

This assistantship is contingent upon you meeting the following conditions in each semester for which your assistantship is in effect:

- a) You must be enrolled as a graduate student taking at least nine (9) semester hours of graduate coursework applicable to your graduate degree.
- b) You must maintain a 3.25 cumulative grade point average based on all graduate courses taken at UTC. A grade of U, D, or F in any course or more than two grades below a B will result in the loss of your assistantship.
- c) You must work the required hours per week (see above). You should document hours worked during each semester to ensure that all contract obligations are met.
- d) If you have a Teaching Assistantship assignment, you will be required to attend teaching informational sessions **OR** if you have Graduate Assistantship assignment, you will be required to attend a graduate assistant orientation. Details will be sent at a later date.
- e) Renewal of the award in subsequent semesters is contingent upon continued available funding and on your work performance being deemed satisfactory through an evaluation performed by the Teaching/Graduate Assistant Coordinator and/or other members of the facility.

If, after accepting this assistantship, you withdraw from UTC or you do not meet any of the above conditions, the assistantship will be terminated on the withdrawal date, or the last day of the semester in which you became ineligible for the award. GAs that resign their position during a semester will not be eligible to hold a GA position thereafter. In addition, the GA will be required to re-pay the tuition waiver.

Questions regarding how to handle issues involved with GA resignations should be addressed to the dean of the Graduate School.

Description of Assistantship duties:

To accept this assistantship award, you must complete the following steps:

- a) Sign and return the original copy of this letter to . Your signature indicates acceptance of the terms of the award. Keep a copy for your records.
- b) Contact as soon as possible to complete the necessary paperwork to process payment of your stipend. Please bring the following items with you to this meeting:
 - Refer to this link for a list of acceptable documents for verification of the I-9 form.
<https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>
 - Social Security Cards – If you do not have a Social Security card, you will need to apply for one and have it in your possession. The process of obtaining a Social Security card takes at least two weeks.
- c) Please monitor your MyMocs account and allow adequate time for your fee waiver to show on your e-bill statement. You will be responsible for any amount above the maintenance fee waiver.

Best wishes in your continued academic and professional work. Remember to sign and return the original of this letter if you accept this assistantship award. If you need any assistance or require any additional information, please do not hesitate to contact .

Sincerely,

cc: Dr. Ethan Carver
Dean of The Graduate School

----- **RETURN THIS COPY TO THE DEPARTMENT** -----
TO BE SIGNED BY THE STUDENT

I have read and understand the conditions of this award as stated.

UTC ID

Department: Please send an electronic copy of the signed letter to Amy-Campbell@utc.edu