

APPOINTING DEPARTMENT MUST COMPLETE

Student's Name: _____ B#: _____
Last First MI

Department Offering Award: _____

Graduate Degree Program of Student (if different): _____

Assistantship Information:

Total Assistantship Stipend: \$ _____

Full-time Assistantship (on average 20 hours per week)

Part-time Assistantship (on average 10 hours per week)

Signing this document indicates acceptance of and agreement with the terms and conditions for acceptance of a Graduate and/or Teaching Assistantship provided through the Graduate School of Binghamton University. If a tuition scholarship has been granted in addition to this award, a separate document, "Terms and Conditions for Acceptance of a Tuition Scholarship" must also be signed.

REGISTRATION AND PERFORMANCE REQUIREMENTS

Graduate students supported by University funding are required to be registered **full time** in a graduate degree program.

- To be registered full time, Level 1 (first-year masters) students must register for 12 graduate credits. Level 2 (second-year masters) students, and Level 3 and 4 (doctoral) students must register for 9 graduate credits.
- Registration must be completed before the first day of classes each semester. Continuing students must register in advance.

Assistantship awards are merit-based. Students must be making satisfactory progress toward degree completion.

- Recipients of University funding must maintain a grade point average of at least 3.0. A GPA of less than 3.0 results in probation; students on probation are not eligible to receive University funding. In addition, a GPA below 3.0 may also result in loss of this award.
- Students must not have a grade of Withdrawn or No Credit that causes registration to drop below full-time in a semester when University funding was received.
- Students should not have Incomplete grades.

EMPLOYMENT

Recipients of Graduate/Teaching Assistantships are assigned duties in support of teaching or research. Specific information regarding the duties of the assignment will be provided by the graduate program director for the student's department.

Graduate student employees on a full/half assistantship are generally expected to provide 20/10 hours of service per week. Employees in this bargaining unit are engaged in professional activities of such a nature that the output produced or the result accomplished often cannot be precisely measured in relation to a given period of time. It is therefore anticipated that there will be fluctuations above and below these general expectations.

GA/TAs are expected to divide their time between their assistantship duties and the pursuit of a graduate degree. Any additional work assignment by any full-time (20 hour) GA/TA is **generally prohibited** and would require exceptional circumstances and explicit approval from the Graduate School prior to the commencement of performing any duties.

Any request for permission to work must be accomplished through the form at the link below and must include the 20 hour GA/TA work schedule, the proposed work schedule of the second assignment, and approval of the GA/TA supervisor. Incomplete forms will not be considered.

[Petition for Approval of GA/TA Dual Employment](http://binghamton.edu/grad-school/resources/forms.html) form is available on the website at: binghamton.edu/grad-school/resources/forms.html

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RENEWAL/CONTINUATION OF AWARDS & OTHER LIMITATIONS

Renewal or continuation of assistantship awards for second and subsequent semesters will be contingent on availability of funds and operational needs as well as on satisfactory performance of assistantship duties and satisfactory academic progress.

All awards are renewed on a competitive basis and are granted for a maximum of two semesters at a time during a given academic year. Eligibility for University funding is limited by department policy, within these general guidelines:

- Master's students may be supported by University funds for a maximum of 4 semesters.
- Doctoral students who enter a graduate program with a master's degree in the same field may receive a maximum of 8 semesters of support.
- Doctoral students who enter a doctoral program with a bachelor's degree may receive a maximum of 12 semesters of support.

If a tuition scholarship is granted in addition to an assistantship, resignation or revocation of the assistantship will automatically result in the revocation of the tuition scholarship as well. See the "Terms and Conditions of a Tuition Scholarship" for complete information governing that award.

REQUIRED HUMAN RESOURCES FORMS

The Immigration Reform & Control Act requires that all students on the GA/TA payroll or Research Foundation payroll provide proof of identity and employment eligibility, via the **I-9 Form**, before employment begins. TA/GAs may not be placed on a state payroll or begin their assistantship responsibilities before this form has been completed. You must complete this form **in person** at the Human Resources Office, Room AD-244 (607-777-4185). For more information, go to: <http://binghamton.edu/human-resources/new-employees/new-gata.html>

ASSISTANTSHIP BENEFITS

Graduate/Teaching Assistants (GA/TAs) are represented by the Graduate Student Employees Union (GSEU) and qualify for benefits as negotiated. Health insurance benefits are available to assistants who are appointed to at least a one-half position and who earn a minimum stipend amount as stipulated in the current contract. Health insurance benefits are not automatic. If Graduate and Teaching Assistants wish to enroll in the GSEU health insurance plan, they must do so within 45 days of the date of appointment. Health insurance information is available from the Human Resources Employee Benefits Office (607-777-4885) or at <http://binghamton.edu/human-resources/new-employees/new-gata.html>.

International students should refer to their employment offer and appointment letters for more information about benefits for students with certain visa types. The International Student and Scholar Services Office (ISSS) includes health insurance information on their website at <http://binghamton.edu/iss/health-insurance>

The Graduate School is required to insure that students meet the aforementioned terms and conditions. By signing this form, you agree to meet them; your failure to meet them could result in a temporary hold on your paycheck.

I have read and agree to abide by these terms and conditions and I accept the assistantship offer.

Name: _____
Last First MI

Signature: _____ Date: _____

OR

I have read these terms and conditions and I decline the assistantship offer.

Name: _____
Last First MI

Signature: _____ Date: _____