

CLEMSON UNIVERSITY OFFER OF GRADUATE ASSISTANTSHIP

Instructions to departments making appointment: Please do not alter this document except to fill in detail where indicated below. You may attach an addendum outlining details of the appointment if more space is needed.

Instructions to graduate student: Please initial and return all pages of this contract to the person indicated on page 4.

Date: _____

Name of recipient: _____ **XID#:** _____

Type of assistantship: _____

Sponsoring unit: _____

Supervisor: _____

Stipend amount:¹ _____

Appointment dates:² From _____ to _____ (12 months maximum)

Hours per week: _____

This appointment will require that you provide 28, 20 or 10 hours per week, or whatever number of hours you assign. Minimum number of hours is 10 and maximum number of hours is 28. International students are restricted by law to a maximum of 20 hours per week per semester.

Specific duties and responsibilities: _____

Be as specific as possible in describing the nature of the work that the student will be required to perform. Changes in duties require a new contract. Supervisors should help students understand what work is part of their assistantship and what is work performed toward completion of their degree and therefore is not part of the assistantship.

1. Must be at least a rate of 1.2x the prevailing minimum wage, according to Graduate School policy. Appropriate taxes are withheld as required by federal and state law.

2. Appointments for Fall semester may begin as early as August 1 provided extra summer support is provided to the student for the time prior to the start of classes at the same rate (or higher) as during the regular academic year. See [Graduate School Policies & Procedures Handbook](#) for details.

Graduate Student name _____ **Student initials** _____

CLEMSON UNIVERSITY OFFER OF GRADUATE ASSISTANTSHIP (continued)

TERMS OF THIS AGREEMENT

Commitment to Clemson University: Clemson University is a member of the Council of Graduate Schools (CGS) and subscribes to the resolution below regarding fellowships, assistantships, and traineeships.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the students of the written release from any previously accepted offer. (CGS)

Student responsibilities

Full-time enrollment: In order to maintain a graduate assistantship, a student must maintain full-time enrollment status. This requires a minimum of 9 credit hours during the fall and spring semesters. If an assistantship is awarded for the entire summer (Long Summer), the student must register for at least 6 credits. Any credits for research must be registered in the Long Summer section. An assistantship in one of the 6-week part of terms (SSI, SSII, Mini A, Mini B, Mini C, Mini D) will require registration in 3 credits during that part of term.

Performance and good standing: In order to remain eligible to continue receiving this support, you must be in compliance with all policies contained in the Graduate School Policy Handbook and policies from the department/program awarding the assistantship. You must maintain minimum enrollment levels, maintain at least a 3.0 GPA, make satisfactory progress toward your degree, perform at a high level in your assistantship duties, and follow all other expectations of conduct appropriate to a graduate student. Failure to comply with these expectations can result in loss of support and other sanctions outlined in the Policy Handbook and program handbook. Conduct, ethical, and integrity violations can lead to immediate termination of the assistantship as well as other sanctions outlined in the Graduate Policy Handbook.

Intellectual property terms, research policies and procedures: Ownership of any intellectual property you may produce is governed by the University's IP Policy, found at <http://media.clemson.edu/research/technology-transfer/ip-policy.pdf>

International students: International students on assistantship without a U.S. Social Security card/number must arrive on campus, register for classes, and complete the required International student SEVIS check-in process outlined in the International Student Arrival Guide (<https://www.clemson.edu/campus-life/campus-services/international/student-arrival/arrival-guide.html>) **a minimum of 15 days prior** to the University's official "late enrollment" period. Please find the enrollment deadline for the relevant term at the Registrar's academic calendar page: http://www.registrar.clemson.edu/html/acad_cal.htm. It is ideal to arrive earlier, but remember that International students cannot arrive more than 30 days prior to their program start date found on the front page of their I-20 or DS-2019 Certificate of Eligibility. Additionally, students who are not native English speakers must demonstrate proficiency prior to being appointed as a teaching assistant. The Office of International Services is located in 108 Long Hall.

Graduate Student name _____ Student initials _____

CLEMSON UNIVERSITY OFFER OF GRADUATE ASSISTANTSHIP (continued)

Renewal of appointment / loss of appointment

Contingent upon availability of funds, this offer of financial assistance will be reviewed at the end of each semester/term and may be renewed based on satisfactory performance in your academic program as well as in your assistantship responsibilities. Once a year (minimum) you should receive a written summary of your performance. If you do not receive a written performance review, request one from your supervisor. Inform the Graduate School if you are not provided an annual review after requesting one.

Loss of funding: Under very rare circumstances, your contract may be terminated due to unforeseen loss of funding. This can be due to loss of external funding (if assistantship is funded from external contracts or grants) or due to unexpected changes in the University budget environment (such as drastic and unexpected changes to state or federal funding).

Financial liability from loss of assistantship: Your stipend payments will cease immediately upon the termination of your assistantship, regardless of reason for termination. Any pay received erroneously in excess of the contracted amount or after termination of the assistantship must be returned to Clemson University.

In the event an assistantship is terminated, whether by the student or by the university, tuition and fees for the current term will be recalculated to the normal rates rather than the highly subsidized rate afforded to a student on an assistantship. The student will be responsible for the full balance once the bill is recalculated.

Other implications of loss of assistantship: If you are an international student who is required to have an assistantship, or a student required to maintain your assistantship for other reasons, loss of your assistantship may change your ability to continue studies at Clemson University. Loss of an assistantship may also change your eligibility for certain forms of financial aid. It is your responsibility to understand these implications and work with appropriate offices where necessary.

Benefits

Please see the following links for a summary of your other benefits:

- <http://www.clemson.edu/graduate/students/policies-procedures/index.html>
- <https://www.clemson.edu/graduate/students/professional-development/student-assistance-program.html>

Mandatory health insurance: All graduate students are required to maintain health insurance while enrolled at Clemson. Redfern's current insurance and billing fee schedules may be found at <https://www.clemson.edu/campus-life/student-health/insurance-and-billing.html>.

Leave and benefits: Graduate students DO NOT accrue paid leave or vacation time. You are expected to work the set number of hours throughout the time you are appointed except when:

- a) the University is shut down (except where required and described under duties),
- b) your supervisor and you agree to alternate arrangements, or
- c) where HR policies (like Family Medical Leave Act) would require leave.

Graduate Student name _____ Student initials _____

CLEMSON UNIVERSITY OFFER OF GRADUATE ASSISTANTSHIP (continued)

Protections: Graduate students at Clemson are future colleagues and should be treated with respect befitting that status. You are entitled to a workplace free from harassment and/or discrimination. If you feel you have been subject to a hostile work environment, harassment, discrimination, abuse, or have any other concern about your working and academic conditions, please contact the Office of Access and Equity, Human Resources, the dean of the Graduate School, or the Ombudsman's office.

Access and Equity policies and information about harassment and discrimination:
<https://www.clemson.edu/campus-life/campus-services/access/anti-harassment-policy.html>.

This document may not alter or supersede the policies contained in the Graduate School Policies & Procedures handbook, University HR policies, federal policies, etc. Graduate School policies can be found at: <http://www.clemson.edu/graduate/students/policies-procedures/index.html>.

An assistantship appointment will not be considered final until it has been approved by the Graduate School.

SIGNATURES

Department chair name: _____
Please print

Chair signature: _____ Date: _____

Department: _____

I hereby **accept** or **decline** this offer of financial assistance from Clemson University.

Student name: _____
Please print

Student signature: _____ Date: _____

Please return a copy of this document to:

Name: _____

Office or department: _____

Mailing address: _____

Email: _____ Fax: _____