

Name
Address

Date

Dear Name:

The <department> is pleased to offer you a position as a Student Worker beginning <month, year>. This is a <12 month or 9 month> appointment requiring you to work <number of hours per week>. Your <monthly or hourly> pay will be approximately <\$\$\$\$> and will start upon completion of processing your new hire paperwork. You will be responsible for your own tuition and student fees.

Students in graduate assistantships are expected to:

- take <# of credit hours per semester>;
- maintain a minimum 3.00 GPA;
- make adequate progress toward your degree;
- adhere to the Student Code of Conduct [add link];
- perform satisfactory work in the assigned assistantship;
- take the SPEAK test if your native language is not English and you are in a teaching position.

<Please insert work assignment that is as specific as possible and name of supervisor, if known>.

Those teaching a course at the baccalaureate level must have earned at least 18 graduate semester hours in the teaching discipline. Please [what should they do?].

This appointment is expected to continue through <end date or "your graduate degree pursuit">, pending your continuous enrollment as a full-time graduate student, satisfactory performance/degree progression, and availability of funding.

Please inform us of your decision no later than April 15, <current year>, by signing <"this letter below" or "the attached contract" if your department prefers>. In accordance with the Council of Graduate Schools' (CGS) resolution, you may consider other offers of financial support until the April 15 deadline, but any decision after April 15 is an obligation that you are expected to honor. Likewise, we will honor this offer until the April 15 deadline, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to April 15, please let us know as soon as you have made a decision so that we may extend offers to other prospective students if possible.

By accepting this offer, you are agreeing to enroll at the University of Memphis in the semester stated above. You will be responsible for tuition costs should your employment be ended for non-compliance with points listed above or if you voluntarily quit during a semester. There can also be financial implications for dropping classes or withdrawing from all classes. Please consult with the University & Student Business Services (USBS) office before dropping your enrollment below <6 or 9> hours or before withdrawing from any, or all, courses.

Please add/modify items as necessary to comply with department policy or the individual student's situation.

Please contact <dept contact person> if you have any questions about your offer.

Sincerely,

Department Head name

Address

Enclosure

Accepted by _____ Date: _____