

UNIVERSITY OF  
**LOUISVILLE**  
It's Happening Here.

February 10, 2018

Courtney Kerr  
111 Victory Drive  
Elizabethtown, KY 40222

Dear Courtney:

Specify title of position, stipend amount and period of funding

I am very pleased to inform you that you have been selected to receive a Graduate Assistantship at the University of Louisville. This letter is a formal offer of that assistantship to you as a doctoral student in Biomedical Engineering. The offer is for a stipend of \$18,000 per year (a rate of \$1,500 per month of residence at UofL), plus full tuition support, health insurance, and fringe benefits. The Graduate Assistantship is a one-year award from August 1, 2018 through June 30, 2019, and is renewable for up to three additional years. Thus, the commitment is for up to four years of support. Renewal of your support is contingent upon your completing a minimum of 24 credit hours in each academic year, unless in candidacy, with a cumulative GPA of not less than 3.0 and meeting the satisfactory progress requirements of the Doctoral Program in Biomedical Engineering. You will be expected to register for a minimum of nine (9) hours each for the Fall and Spring semesters and six (6) hours for the Summer semester. This assistantship does not cover tuition or fees for distance education courses.

Specify academic requirements to retain funding

Describe service required for position

During the time in which you are covered by the Graduate Assistantship, the Department of Biomedical Engineering may assign you up to 20 hours per week of work pertinent to your field. As a recipient of this award, you must remain in residence at the University of Louisville while you are covered by the Graduate Assistantship unless you have written approval from your program and the Dean of the School of Interdisciplinary and Graduate Studies (SIGS) to be away from campus for an extended period. Nor may you accept additional, extra-departmental employment while the assistantship is in effect without written approval of the Dean of SIGS. If you accept this assistantship offer, a signed copy of the enclosed statement agreeing to these conditions is required.

Background check now required of all funded students

This offer of funding is contingent on the successful completion of a criminal background check. When you accept this offer, the university's business operations office will contact you directly via email to provide additional information about the hiring process.

We abide by CGS resolution of April 15<sup>th</sup> deadline for decisions

We will consider this offer valid until April 15<sup>th</sup>, 2018, unless declined by you at a prior time. If your reply is not received in writing, by e-mail, or by fax by that date, the fellowship offer is withdrawn. Please reply to: Dr. Art E. Fishal e-mail (Arte.Fishal@louisville.edu), Phone: (502) 852-1111.

Sincerely,

Art E. Fishal., Ph.D.  
Department Director of Graduate Studies  
Department of Biomedical Engineering

**Graduate Assistantship  
Terms of Agreement**

To accept a Graduate Assistantship at the University of Louisville, please sign and return one copy of this letter of agreement to (Department Contact, Department Name) University of Louisville, Louisville KY 40292.

I will enroll as a full-time student (9 hours Fall, 9 hours Spring, and 6 hours Summer for a total of 24 hours per academic year) during the term of the award, or be enrolled in degree candidacy, when applicable. Exceptions to the rule may only be granted by the Dean of the School of Interdisciplinary and Graduate Studies.

By signing this letter, I authorize that I understand and will abide by the terms and conditions listed in the Graduate Assistantship letter of award, including the following:

I will maintain a minimum of a 3.00 grade-point average during the term of the assistantship and meet the satisfactory progress requirements of my graduate program.

I will not accept any additional employment during the term of the fellowship unless granted specific written authorization to do so by the Dean of the School of Interdisciplinary and Graduate Studies.

I will immediately notify the Department Chair and the Dean of the School of Interdisciplinary and Graduate Studies if I decide to terminate my graduate studies at the University of Louisville.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_