

Student ID:

Dear ,

I am very pleased to inform you that you have been selected to receive a Graduate Assistantship in the at the University of Louisville. This letter is a formal offer of that assistantship to you as a doctoral student in the program. The offer is for a stipend of \$ per year (at a rate of \$ per month), plus full tuition support, health insurance, and fringe benefits. The assistantship in the first year is for eleven months, from August 1, 2024 through May 31, 2025. If you maintain a cumulative GPA of not less than 3.00 and meet the other requirements for satisfactory progress in the program, your assistantship may be renewed annually for twelve - month contracts. The duration of funding for which these appointments are renewable depends on the department, although the university typically provides four years of funding to doctoral students who make satisfactory progress toward the degree. Students are expected to register for a minimum of nine (9) hours each for the Fall and Spring semesters and six hours in the summer until they enter candidacy.

As a condition of accepting this Graduate Assistantship, you may be required to work up to 20 hours per week on projects assigned to you by your mentor or department. The Graduate Assistantship is a prestigious award for graduate students at the University of Louisville, and it is thus given to those who show great promise. We expect that you will be an active and contributing member of your program, and a mentor to those who follow you. Likewise, because the Graduate Assistantship provides you with the opportunity to pursue your studies full time, you may not accept additional employment while the scholarship is in effect without written approval from the Dean of the Graduate School. If you accept this scholarship offer, a signed statement agreeing to these conditions is required.

We encourage you to inform us of your intent to accept this offer as soon as you have reached a decision. The University of Louisville subscribes to the Council of Graduate Schools' April 15 Resolution and abides by their April 15th deadline. Please sign your [Terms of Agreement Form](#) by this date so we have a record of your acceptance; if a reply is not received by the deadline, the offer will automatically be withdrawn and the assistantship offered to another student. After we receive your acceptance and the terms of agreement form, the university's business operations office will be contacting you directly via email to provide additional information about the hiring process. **The completion of your hiring process is contingent on the successful completion of a criminal background check, and you must be registered for classes in order to receive your first monthly paycheck.** Please make sure that you have taken the necessary steps in order to be registered for the semester you are to begin.

If your program assigns you teaching duties, you will be required to attend our new Graduate Teaching Assistant Orientation on Monday, August 12th, 2024; not only is this orientation a requirement of your Graduate Teaching Assistantship, but it is also a great opportunity to meet other graduate assistants and members of the Graduate School staff and to learn about the many resources available to you as you begin teaching at the University of Louisville

Congratulations on your academic success thus far. We hope to hear from you soon and welcome you to campus.

Sincerely,

Beth A. Boehm, Ph.D.
Dean and Vice Provost for Graduate Affairs

cc: , Ph.D., Dean
, Ph.D., Associate Dean
, Ph.D., Chair
, Ph.D., DGS
, Ph.D., Faculty Mentor and Nominator
, Unit Business Manager
Yvette Stith, Graduate School