

Student ID:

Dear ,

I am very pleased to inform you that you have been selected to receive a Graduate Assistantship in the (program) at the University of Louisville. This letter is a formal offer of that assistantship to you as a master's student in the program. The offer is a stipend of \$ per year (at a rate of \$ per month), plus full tuition support, and health insurance (**fees are not covered**). The master's assistantship is a ten-month award from August 1, 2024 through May 31, 2025. If you maintain a cumulative GPA of not less than 3.00 and meet other requirements for satisfactory progress in your master's program, your assistantship may be renewed for one additional ten-month academic year. The university typically provides two-years of funding to master's students who make satisfactory progress toward the degree; the granting of additional funding beyond two years depends on the department, but the university-wide maximum for university-sponsored financial support is three years for master's students. Master's students are expected to register for a minimum of nine (9) hours each for the Fall and Spring semesters. Registration in the summer term is not covered by this assistantship.

As a condition of accepting this Graduate Assistantship, you may be assigned up to 20 hours of work per week on projects assigned to you by your program or the hiring office. 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. Students on ten-month contracts may seek additional employment in the summer months during which you receive no stipend support. 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 15th 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 offer will be automatically withdrawn and the assistantship offered to another student. After we receive your acceptance and 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