REVISED May 2015

SAMPLE LETTER OF OFFER
LOUISIANA STATE UNIVERSITY
AND AGRICULTURAL AND MECHANICAL COLLEGE
Department of XXXX

Dear XXXXX

The Department of xxx is pleased to offer you a xxxx (percent time) xxxx (type of assistantship) assistantship for the 20xx-xx (academic/fiscal year). This assistantship award will carry a stipend in the amount of $x,xxx. This offer is contingent on your being accepted for regular admission into the Graduate School. (Departments must include the following statement for international students.) This offer is also contingent upon receiving and maintaining valid visa status. International students holding teaching positions must meet the University’s language requirement. Some colleges/departments may require additional English proficiency of international students appointed to graduate assistantships. Further information will be provided at International Student Orientation and from your department.

Your appointment will be for a xxxx month period beginning xxxx (date), may be renewed, and is contingent on your being a student in “good academic and accountability standing” in the Graduate School. A student on probation (academic or disciplinary) is not in good standing.

While you hold a graduate assistantship or fellowship, you are expected to devote full time to your graduate program and the responsibilities of your graduate assistantship. The conditions of your employment as a graduate assistant include (1) adequate performance of assistantship duties and (2) satisfactory progress toward your degree. The term “satisfactory progress” includes, but is not limited to maintaining semester and cumulative grade point averages of at least 3.0 taking and passing examinations on schedule, and, if applicable, working on your thesis or dissertation in a manner that meets the approval of your major professor. Satisfactory progress toward the degree will be evaluated by appropriate graduate faculty of the degree program in which you are enrolled. Your performance in your assistantship duties will be evaluated in the context of a written job description, the chair or head of the department in which you are employed will be the final authority for judging performance of duties.

All graduate assistants must enroll and remain full-time students during the semesters they are covered by an assistantship. Full-time enrollment in Graduate School is 9 hours in the fall and spring semesters, and 6 hours in the summer term. GAs who are appointed by October 1, for fall semester; March 1, for spring semester; July 1, for summer semester are treated as state residents for fee purposes only and full-time (50%/20 hours per week) assistantships will receive a full tuition exemption. Graduate assistants are responsible for paying all required University fees. For information on current tuition and fee schedules, please visit http://www.bgtplan.lsu.edu/fees.htm

Louisiana State University, as a member of the Council of Graduate Schools in the United States, must include a copy of the attached resolution as a part of this offer.

In addition any intellectual property developed during your study on this award must be reported to LSU and the funding agency and its contractors. Your signature on this document acknowledges your agreement to abide by the Bylaws of the Louisiana State University A&M system, specifically Chapter VII as found here: http://www.lsusystem.edu/docs/bylaws/Bylaws_Chapter_VII.pdf as well as all LSU policies and procedures during your assistantship tenure.

[(Some departments may wish to add the following line: If we do not hear from you within]
xxx days from the date of mailing, we will assume that you do not wish to accept our offer and we will present it to another candidate.]

If you wish to accept this offer, please sign below and initial the attached job description. Keep a copy for yourself, and return all forms to your departmental office.

Sincerely,

XXXXXXXXXXXXXXXXXXXXXXXXX GRADUATE ADVISOR (OR CHAIR)

I understand the responsibilities and requirements for being a graduate assistant at Louisiana State University. I affirm that I will enroll as a full time student, and maintain good academic and accountability standing at LSU. I agree to share with the advisor if my full time student status, academic status, or accountability standing changes during the year.

____________________________________    __________________________
GA Signature Date