

For students

Accepting Your Graduate Assistantship Agreement

Starting Fall 2012, all graduate assistantship agreements will be signed online, rather than on a paper agreement. This handout describes how to accept or decline your assistantship agreement.

- When your agreement is ready, you will receive an automated e-mail from the College of Graduate Studies (from gradassistantship@ucf.edu).
- The message will be sent to your UCF Knights Email address.

NOTE: If you do not have a Knights Email, you will need to set one up. For help, go to the Creating a Knights Email Account guide at <https://www.secure.net.ucf.edu/knightsmail/>.

- The message says, "The graduate assistantship agreement described above is ready for your review and decision. Please follow the instructions below to submit your decision as soon as possible, so your hiring will not be delayed." It provides instructions for logging in and reviewing your agreement online.

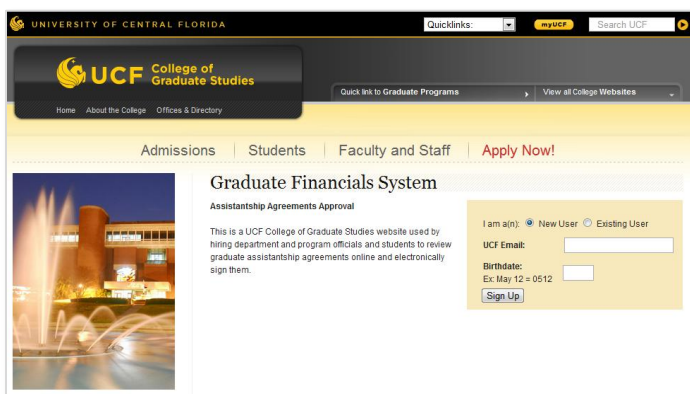
IMPORTANT ... please respond promptly to the agreement e-mail and all other communications from your hiring department. Your hiring department is awaiting your decision before completing the hiring process. Your hiring department may also need you to complete additional documents that require you to go to their office.

Assistantship Agreements Approval - Login page

Navigation: http://ww2.graduate.ucf.edu/GFS_Assistantships/

The first time you login, choose New User and enter your UCF Knights Email and Birthday (MMDD format; example, May 12 = 0512) and then click Sign Up. A new e-mail is sent to your Knights Email.

In your Knights Email find the new e-mail, open it, and click on the authentication link in it. When the webpage displays, enter your Knights Email, create your password, and click Submit to login.



The next time you login, choose Existing User and enter your UCF Knights Email and password. Your password will not expire. If you forget your password, reset it through **Forgot Password**.

After logging in, the acceptance page displays with brief instructions. In the list of agreements awaiting your decision, click on your agreement to review the agreement details.

Home About the College Offices & Directory Quick link to Graduate Programs View all College Websites

Admissions | Students | Faculty and Staff | **Apply Now!**

Graduate Financials System

Welcome, Graduate Student! [Logout](#)

Graduate Assistantship Agreement Acceptance

The graduate assistantship agreements listed below are ready for your review and decision.

1. Click on your assistantship agreement and scroll down to see the agreement details.
2. In the **Student Signature** area at the bottom of the page, **Accept** or **Decline** the agreement, enter a comment if you wish (your hiring department will see this comment), and **Submit** your decision.
3. Logout or select another assistantship agreement to review.

If you accept your assistantship agreement, you are acknowledging that you have read the requirements for receiving graduate funding that are outlined in the current [UCF Graduate Catalog](#) and agree to the conditions of the assistantship.

Health Insurance: The College of Graduate Studies provides health insurance coverage for all university fellows and graduate assistants with appointments totaling 20 hours per week. If you qualify for this coverage, you will receive further instructions from the College of Graduate Studies.

Hiring Dept/Program	Assistantship	Job Code	Start Date
Accounting MSA Prof track	Graduate Teaching Assistant	9184	08/20/2010

Select agreement to review

Review any messages to you (**For GTAs only** or **From your hiring department or program**) that display above your Graduate Assistantship Agreement.

Scroll down and review the details of your Graduate Assistantship Agreement. Keep a copy by saving/printing the webpage or clicking on **PDF** to save it.

If the **Credit Hours** shown are incorrect, you can still Accept the agreement; just give the correct information in the comment box below. If you are graduating soon, please provide that information in the comment box.

Below the agreement, **Accept** or **Decline** your agreement, enter a comment (optional; your hiring department can see this comment), and **Submit** your decision.

UCF COLLEGE OF GRADUATE STUDIES Graduate Assistantship Agreement

Student: Graduate Student (1748264)

On behalf of the President and Board of Trustees of the University of Central Florida and the Board of Governors, and in accordance with the regulations appearing herein and further subject to the constitution and laws of the state of Florida, you are offered a graduate assistant appointment.

Assistantship Details

Start Date: 08/20/2010	End Date: 05/09/2011	Hours per week: 20.0
Assistantship:	9184 - Graduate Teaching Assistant	
GTA Assignment:	FIN 2200.1	
Faculty Supervisor:	Debra Winter	
Hiring Department or Program:	Accounting MSA Prof track	
College or Office:	Business Administration	

Your appointment under the agreement will cease on the date indicated. No further notice of cessation of employment is required. This appointment may be renewed only by a mutual agreement between the student and the University of Central Florida.

Funding - Total Stipend: \$6,600.00

Term	Wage Dept No.	Dept/Prog No.	Used For Stipend	Wage	Credit Hours	Percent Distribution	Resident Tuition	DML
Fall 2010	5555	0		\$0.00	0.0	100%	\$2,305.04	
Spring 2011	5555	0		\$0.00	0.0	100%	\$2,305.04	

Conditions of Assistantship

1. Graduate students are not allowed to be appointed more than 20 hours per week in fall and spring semesters.
2. Agreement is contingent upon full-time enrollment as specified in the Graduate Catalog.
3. Assistantship may be curtailed, discontinued, or terminated at any time, by reason of any one of the following:
 - a. failure of the employee, in the academic judgment of the College or University, to maintain satisfactory student status or to make appropriate progress towards the degree
 - b. incompetence, which is documented, or misconduct of the employee
 - c. completion of degree requirements
 - d. loss of funds as a result of adverse financial conditions
 - e. no further need, in the opinion of the University, Department or other unit, for the functions being performed
 - f. for international students, if visa status is not maintained.

Approval Signatures

Type	Name	Title	Decision	Decision Date
Agreement Approver	Jennifer Parham	Associate Director	Approved	04/16/2012
Student	Graduate Student		Awaiting Decision	

The University of Central Florida is an equal opportunity, equal access, and affirmative action employer.

Student Signature

Accept Decline

Comment:

Submit