



**BOISE STATE UNIVERSITY**  
**DEPARTMENT OF COMPUTER SCIENCE**

April 9, 2021

Dear Amifa Raj:

The Department of Computer Science at Boise State University is pleased to offer you a full assistantship for the Summer/Fall 2021 and Spring 2022 semesters, 5/9/2021 to 5/7/2022. This assistantship provides a stipend of \$26,000 along with full payment of tuition/fees and health insurance. Since your contract dates coincide with the upcoming semester(s), your stipend is based on the working dates of 5/10/2021 to 5/6/2022.

To be eligible for employment, graduate assistants must be enrolled in a certain number of credits as required by [Graduate Assistantships \(Policy 7170\)](#). Information about required credits can be found in section 3, paragraph F. Assistantship recipients must also abide by the rules and regulations for financial aid at Boise State University. These can be found in the Boise State University graduate catalog, available online at: <https://www.boisestate.edu/graduatecatalog/>.

Dr. Michael Ekstrand will be your academic advisor and research supervisor throughout your graduate studies. Please be sure to contact them as soon as possible; your advisor's contact information may be found online at: <https://www.boisestate.edu/coen-cs/people/faculty/>. Near the start of the semester, your advisor will share details about your specific work assignment in research, teaching or both.

Students will be reviewed at the end of each semester for a continuation of their funding for the following semester. It is important to note that continuation of funding is not guaranteed and all students are strongly encouraged to actively work with faculty and seek other sources of funding as they work towards the completion of their degree. During your assistantship, you will be expected to regularly report your degree progress and research or publication efforts. In addition, Graduate Assistants are required to select a research topic with their advisor/supervisor for a thesis within their first semester.

Links to graduate program requirements and applicable policies and procedures can be found at <https://www.boisestate.edu/coen-cs/academics/>. For information or questions about your assistantship, you may contact the Computer Science Department via email at [computerscience@boisestate.edu](mailto:computerscience@boisestate.edu) or by phone at (208) 426-5766.

We do hope you will accept this offer and join our department in the coming semester. Please be sure to read the policy acknowledgment on the next page carefully. **If you decide to accept our offer, please print, sign, and return the policy acknowledgment by 4/15/2021.**

Sincerely,

Dr. Amit Jain  
Department Chair

## Policy Acknowledgement

### Computer Science Graduate Assistantship

If accepted, your assistantship will provide a stipend along with full payment of tuition and fees during the contract period with the following stipulations:

#### Fee Payment:

- If you fail to register for classes on or before 8/21/2021, you will be responsible for the \$50 late fee. Please be sure to contact the Payment and Disbursement Office, Administration Building, Room 211 or call (208) 426-1212 for specific information.
- If you opt to take any elective courses outside of your degree program, you will be required to pay any related special course fees

#### Enrollment

- Graduate assistants must be enrolled in a certain number of credits as required by [Graduate Assistantships Policy 7170](#). Information about required credits can be found in section 3, paragraph F.
- You must maintain at least a 3.0 grade-point average, and make satisfactory progress toward your degree.
- If you withdraw from the University or are dismissed from your degree program you also forfeit the assistantship award and may be required to repay some or all of the monies received (from the assistantship) to the department.

#### Departmental Service

- Departmental duties may include, but are not limited to assisting in undergraduate labs, grading, and assisting in directed research. This is referred to as your "work obligation" in Policy #7170.
- All work Graduate Assistant work assignments are managed by your advisor/supervisor or the Department's Graduate Assistant Service Assignments Committee.
- All Graduate Assistants being funded by grant or faculty research funding will focus efforts completely on those grants or faculty research efforts.
- If applicable, it is imperative that you work closely with the faculty member whose course you are assigned to, keeping them informed about your daily schedule and the progress you are making in whatever assigned tasks you may have.

#### Other Requirements

- You are prohibited from accepting additional employment for the duration of your assistantship, currently 5/10/2021 through 5/6/2022.
- This offer may not be deferred to another semester or start date.
- Beyond your work obligation you will also be expected to dedicate significant effort towards "educational and development activities" as described in Policy #7170.

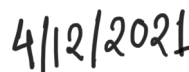
#### Resigning your Assistantship

- If you accept this offer, you entering into an agreement with the Graduate College and it is expected that both parties will honor the contract.
- If you accept an award but change your mind, you must submit a written resignation to the Chair of Computer Science department and provide a minimum of two weeks' notice of your intent to terminate the contract.

I have read and accept the Computer Science Department's graduate assistantship offer and agree to adhere to the terms thereof.



Amira Raj



Date