**Dear Faculty members** – This template letter is for students switching from one GDPE advisor to another advisor, sometimes including a switch within GDPE degree program (MS to PhD, for example). The graduate school requires a GS7 form, and GDPE requires the simple letter below to make sure expectations are clear.

Please fill sections that are highlighted in yellow or in some cases, delete them if not relevant. It would be great if you could also delete the brackets and remove the highlighting. We encourage faculty members to be as transparent as possible in detailing the financial support available and expectations

WHEN YOU ARE DONE, PLEASE DO THE FOLLOWING:

Save the file with your student’s name

Upload the file as a word doc to the GDPE Website (https://ecology.colostate.edu/letter-of-commitment/)

GDPE will finalize any other programmatic details and then send the letter in a formal email (please **do not** send this letter to your students directly!)

DATE

Dear Insert Student’s First and Last Name:

You have been approved to transfer into Dr. [*Insert prospective advisor’s name here*]’s lab group, to work on your [MS plan A/MS plan B/PhD/PhD HEI specialization] program starting [semester/year].

This letter outlines a funding plan and other details and is not a contract. As part of Dr. [*Insert prospective advisor’s name here*]’s lab group, it is expected that you will participate in [*Add initial expectations, including, for example the frequency of meetings with advisor or lab group*].

Your advisor is pleased to offer the following:

* Office space in *[location*]. [*Add additional information as needed.*]
* A Graduate [*Teaching, Research, Support*] Assistantship (GTA/GRA/GSA), which consists of:
  + A $[*amount*] stipend/month prior to taxes starting [*semester/year*].
  + [*partial or full*]-tuition remission at the resident tuition rate.
    - *[Domestic student Non-Resident]* If you are a domestic student who is not a resident of Colorado, the difference between resident and non-resident tuition will be provided as an additional benefit for the first year only. Domestic students from outside Colorado are expected to start establishing residency as soon as they move to Colorado, to be able to petition for resident status at the beginning of their second year at CSU. Information on establishing Colorado residency can be found on the Office of Financial Aid [website.](https://financialaid.colostate.edu/residency/)]
    - [*International]* As an international student, CSU will extend the Tuition Premium Program (allowing tuition to be charged at the resident rate) for the length of your tenure in their graduate degree program as long as you are enrolled in a minimum of five resident-instruction credits fall and spring semesters

The assistantship is renewable each semester for [*X* *semesters or X years*]. This support [*does/does not*] include summer funding. The median duration of [MS/PhD] programs in GDPE is [2.6/5] years. If your program extends beyond the support listed above, [*insert anticipated action here; e.g. your advisor will work together with you to identify alternative support such as applying for grants, pursuing GTA positions, or \_\_\_”*].

Final [appointment](https://graduateschool.colostate.edu/faculty-and-staff/graduate-assistant-appointments-policies/) and [reappointment](https://graduateschool.colostate.edu/faculty-and-staff/graduate-assistant-appointments-policies/) of assistantships are contingent upon completion of all the necessary formal documents, certification by the Graduate School, and formal University approval. You must maintain a 3.000 graduate grade-point average and be enrolled in at least 1 credit hour to keep an appointment. Please note the [Terms and Conditions of Graduate Assistantship Appointments](https://catalog.colostate.edu/general-catalog/graduate-bulletin/graduate-assistantships/). Assistantships also depend upon the availability of funds, satisfactory progress toward your degree, and your compliance with program and university guidelines including the [Student Conduct Code](https://resolutioncenter.colostate.edu/wp-content/uploads/sites/32/2018/08/Student-Conduct-Code-v2018.pdf). **This letter represents your advisor’s intended commitment, however, contractual obligation occurs at the time of appointment or reappointment each semester. Because it is your advisor’s intended commitment, the funding plan is not directly transferable to another advisor.** Graduate assistants must be reappointed each semester based on appropriate progress. This position is at will and depends upon successful completion of a background check.

International students who are Teaching Assistants must meet oral [English proficiency requirements](https://catalog.colostate.edu/general-catalog/graduate-bulletin/graduate-assistantships/) as defined in the Graduate Bulletin. Some students may be required to demonstrate English proficiency for acceptance, and will also be evaluated for their ability to communicate orally in English by their department.

You will be expected to work **[*X* –** generally 20 hours for assistantships, and never to excede 20**] hours per week** on your assistantship, as well as X hours on your degree program (research, courses, and other scholarly activities). The assistantship duties begin the first day of the semester and end on the last day of the semester.

Additionally, relevant recourses and information include:

* + Access to [benefits](https://graduateschool.colostate.edu/financial/assistantships/) including family leave and mental health resources.
  + Graduate assistants with at least a 10-hour appointment on an assistantship (including NSF GRFPs) and registered for 5 credits or more also receive a [health insurance contribution](https://graduateschool.colostate.edu/financial/assistantships/assistantship-health-contribution/). Health insurance contributions are not provided for certain types of fellowships that do not confir assistantship status – please check with your advisor and Graduate School to determine your eligibility.
  + Look [here for Financial Aid Opportunities](https://graduateschool.colostate.edu/financial/financial-aid-opportunities/). Suggestions for managing your finances as a graduate assistant are available [here](https://graduateschool.colostate.edu/professional-development/road-map-graduate-assistant-finances/).

You will be responsible for paying 25% of mandatory student fees while holding an assistantship appointment in Academic Year 24-25. Thereafter, fees will not be charged while on a graduate assistantship. Students not on assistantships will be responsible for paying 100% of the mandatory fees. These fees include:

* General fees
* University technology fee
* University facility fee
* University alternative transportation fee
* There may be additional CSU Health Network and University Counseling Center fees for partial fee-paying students (5 credits or less).
* Some programs charge differential tuition

The schedule of [graduate tuition and fees](https://financialaid.colostate.edu/base-tuition/) is available from the Office of Financial Aid.

We expect you to continue to invest genuinely in the program, through participating in seminars, professional development and social events, the Front Range Student Ecology Symposium ([FRSES](https://frses.org/)), and more. We look forward to continuing to work with you as you earn your degree and beyond.

Sincerely,

Dr. Ruth Hufbauer, GDPE Director

Cc:

Dr. ADVISOR

Dr. ADVISING DEPT HEAD

Advising Department Coordinator

Mitsuki Kumagai, GDPE/CMB Support Specialist

Dr. Jennifer Neuwald, GDPE Assistant Director