



University of Windsor – Integrative Biology and Biomedical Sciences

Graduate Assistant (GA) Opt-Out Form

To be completed by the student and supervisor

Graduate and teaching assistants (GAs and TAs) are employed by academic department to assist with teaching-related duties. Full-time doctoral and Master's students in eligible programs may be offered a Graduate Assistantship (GA) for up to 140 hours per term. Under the current GA/TA collective agreement, a Master's students who is offered a GA position will receive GA support for a total of three terms, and a doctoral student - for seven terms. Additional grace GA term(s) may be provided depending on availability, but grace terms are **not** guaranteed.

Each PhD student shall be entitled to two exemptions of one semester each during their term of study, without reducing the obligation of the University. Each Master's student shall be entitled to one exemption of one semester during their term of study, without reducing the obligation of the University. Once the respective exemptions are exceeded by a student, the obligation of the University is reduced for each additional semester the student declines an appointment by the prorated term of support offered. Semesters while a student is on an approved leave of absence (as per Article 16:05) or co-op terms do not count towards the total exemptions a student is permitted. In such cases, students may decline offers of appointment without penalty. Details on GA guidelines and opt out terms can be found in the collective agreement [here](#) under Article 13.

Please note the deadlines below for notifying the department secretary at bioscigrad@uwindsor.ca if you choose to opt out of GA responsibilities for a given semester. Be sure to indicate the specific semester by selecting the appropriate checkbox and entering the corresponding year in the space provided.

- ☐ Spring/Summer (submit the form by March 15th) – Year: _____
- ☐ Fall (submit the form by May 15th) – Year: _____
- Winter (submit the form by October 15th) – Year: _____

Student Acknowledgement:

- ☐ I confirm that I am voluntarily opting out of my GA position for the semester(s) mentioned below, and I understand that by opting out, I will not be receiving compensation or any benefits associated with the GA/TA position during this time. I also acknowledge that if I opt out, it will count towards my entitled exemption and I am not able to bank my GAship for next term.

Name: _____ Signature: _____

Supervisor Acknowledgement:

- ☐ I acknowledge that the student has informed me of their decision to opt out of their GA responsibilities for the specified semester(s). I agree to support this decision and will adjust any responsibilities or expectations accordingly.
- ☐ I have submitted the RA scholarship form for processing to bioscigrad@uwindsor.ca for the above- mentioned student to cover their funding for the semester.

Name: _____ Signature: _____

Graduate Chair OR Department Head Acknowledgment:

Name: _____ Signature: _____