Administrative Edition

Spring 2020 GA offer letters will be issued by Nov 8\textsuperscript{th} and must be returned by Nov 15\textsuperscript{th}.

- Offer letters will be issued at the student’s pay level as of November 1\textsuperscript{st}. If you plan to do your general exam between November 1 and January 7\textsuperscript{th}, you will be eligible for a pay increase but must wait until January for a revised offer letter.

The purpose of the TA Substitution form is:

- To notify the Department when you will not be attending your assigned class, and reporting who is covering your section(s). If there is an emergency in your class while you are absent, the Department needs to know who was in charge and who can answer any questions from emergency personnel, if needed.

- All absences (academic conferences are considered as excused absences) are recorded by the department, but no financial penalty is assigned unless you have missed more than the contracted allowed days per the GEU-UAW contract (Leaves of absence- Article 15; Time Off- Article 33).

Website:

- The Graduate portion of our website has been updated! [https://chemistry.uconn.edu/graduate/get-involved/](https://chemistry.uconn.edu/graduate/get-involved/)

  Let Emilie know if you have suggestions for additional revisions

A couple of laughs before you leave: