



GRADUATE SCHOOL

Change of Enrollment Status Request
For Graduate Assistants ONLY

Graduate Assistants must maintain full-time status by enrolling in six credit hours per semester, in order to satisfy the requirements of their letter of appointment. Any Graduate Assistant who cannot maintain full-time status must receive permission from the Dean of the Graduate School in order to continue in their assistantship. Documentation is required. Requests must be submitted to the Graduate School no later than 30 days prior to the start of either the fall or spring semester.

PLEASE TYPE OR PRINT CLEARLY

Name _____ Date _____

Street Address _____ Telephone _____

City, State, Zip _____ SU ID# _____

SU Email _____ Grad Program: _____

Type of Assistantship: _____ Teaching _____ Research _____ Administrative

GA Hiring Department: _____

Please indicate number of credits in which you are enrolled: _____ Semester/Year: _____

Please indicate the reason for the Enrollment status change request:

Student's Signature

Date

I certify that _____ has successfully performed all responsibilities of their graduate assistantship and support their continued placement.

Hiring Supervisor Signature

Date

_____ Approved

_____ Not Approved

Comments: _____

Dean of the Graduate School

Date