MISSISSIPPI STATE UNIVERSITY - OFFICE OF THE GRADUATE SCHOOL

GRADUATE ASSISTANT
SUMMER APPOINTMENT AND ENROLLMENT VERIFICATION

Summer Assistantship Appointment Requirements

ADMISSION STATUS: To be eligible for an assistantship appointment, a student must hold "regular" or "contingent" admission to a specific graduate degree program. Students assigned a "provisional" or "unclassified" admission status are not eligible for an assistantship appointment.

10-WEEK ASSISTANTSHIP APPOINTMENT: To hold a 10-week summer assistantship appointment, a student must be enrolled in a minimum of six (6) credit hours. A maximum of thirteen (13) credit hours is covered by the graduate assistantship tuition waiver; however, a graduate assistant enrolled in credit hours offered through the Division of Academic Outreach and Continuing Education will be charged additional tuition per credit hour for any enrollment beyond nine (9) credit hours. Therefore, in such a situation, a graduate assistant could be charged for up to four (4) credit hours.

5-WEEK ASSISTANTSHIP APPOINTMENT: To hold a 5-week summer assistantship appointment, a student must be enrolled in a minimum of three (3) credit hours. A maximum of seven (7) credit hours is covered by the graduate assistantship tuition waiver. **The student will be responsibile for paying any additional tuition costs resulting from enrollment in more than seven (7) credit hours.** Students enrolled in credit hours offered through the Division of Academic Outreach and Continuing Education may be charged additional tuition that is not covered by the tuition waiver.

ENROLLMENT TERM: Students may enroll in any summer term (Maymester, Summer I, Summer II, or Ten-Week) to satisfy the enrollment requirements for a summer assistantship appointment provided that total credit hours during summer enrollment meet minimum requirements as specified above. For a 5-week assistantship appointment, the terms of appointment and summer enrollment do not have to be the same.

Additional requirements and procedures for holding an assistantship appointment are available online at http://www.msstate.edu/dept/grad/gradaid_assistantships.htm

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If a department desires to employ a graduate assistant who holds a nine (9) month appointment, a Summer Appointment Request Form (SARF) must be submitted to the Office of the Graduate School in addition to other required paperwork.

Name: _____ **MSU ID:** _____ **Net ID:** _____
Last *First* *Middle*

Department: _____

Type of Summer Assistantship Appointment *(please note enrollment requirements below)***:** _____ 10-week _____ 5-week

Total Number of Credit Hours for Summer *(copy of student's summer schedule must be attached)***:** _____

My signature below indicates my acceptance of the terms of my summer assistantship appointment as outlined above and in my offer letter.

Typed/Printed Name:

_____
Student

_____
Department Head

Approval Signatures:

_____
Date

_____
Date