

**MISSISSIPPI STATE UNIVERSITY - OFFICE OF THE GRADUATE SCHOOL**  
**GRADUATE ASSISTANT**  
**SUMMER APPOINTMENT AND ENROLLMENT VERIFICATION**

**Summer Class Verification**

**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.

**ENROLLMENT TERM:** Students may enroll in any summer term (Maymester, 1st Five Week, 2nd Five Week, or Full Summer) to satisfy the enrollment requirements for a summer assistantship appointment, provided that total credit hours during summer enrollment meet minimum requirements as specified below.

**FULL SUMMER (1st FIVE WEEK AND 2nd FIVE WEEK) ASSISTANTSHIP APPOINTMENT:** To hold this summer assistantship appointment, a student must be enrolled in a minimum of six (6) graduate 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 Center for Distance Education will be charged additional tuition per credit hour for any enrollment beyond nine (9) credit hours, up to Four (4) credit hours.

**1st FIVE WEEK OR 2nd FIVE WEEK ASSISTANTSHIP OR MAYMESTER APPOINTMENT:** To hold this summer assistantship appointment, a student must be enrolled in a minimum of three (3) graduate credit hours, consistent with the term of the assistantship appointment. A maximum of seven (7) credit hours is covered by the graduate assistantship tuition waiver. **The student will be responsible for paying any additional tuition costs resulting from enrollment in more than seven (7) credit hours.** Students enrolled in credit hours offered through the Center for Distance Education may be charged additional tuition that is not covered by the tuition waiver.

Additional requirements and procedures for holding an assistantship appointment are available online at  
<http://www.grad.msstate.edu/financial/assist/>

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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.  
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Name: \_\_\_\_\_ MSU ID: \_\_\_\_\_ Net ID: \_\_\_\_\_  
*Last* *First* *Middle*

Department: \_\_\_\_\_

Type of Summer Assistantship Appointment (please note enrollment requirements above): \_\_\_\_\_ 10-week \_\_\_\_\_ 5-week \_\_\_\_\_ Maymester

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

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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:**

**Approval Signatures:**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date