



REHIRE Graduate Assistantship Checklist

All forms below must be signed and included with GA contract packet to be processed. Packets missing any of the below forms, signatures, and/or memo's requesting an exception will be returned for missing items which may delay student's stipend and tuition waiver. All renewals of future tuition waivers are subject to GAU guidelines and department needs.

If you have questions, please contact the GA Office at (618) 453-4555.

To be completed and submitted by hiring program/school:

GA Last Name: _____ GA First Name: _____ GA DAWG #: _____

Checklist

Notice of Graduate Assistant Appointment

Student's class registration for the semester

The attached class registration is a minimum of **eight (8) graduate-level** credit hours for the fall or spring semesters, or a minimum of **three (3) graduate-level** credit hours for the summer semester. An approved exception memo or Candidacy is required to register for less than the minimum credit hours.

Preparer Information for Questions/Problems:

Packet Prepared By: _____

Preparer's Phone: _____

Preparer's Email: _____

Preparer's Mail Code: _____