



College of Graduate Studies
GRADUATE ASSISTANTSHIP
Request to Add or Reduce Course Hours/
Request for Undergraduate Course Hours to be Covered by Assistantship

Instructions: This form is required for graduate assistants who register for more than ten (10) credit hours or fewer than six (6) credit hours in a semester or who wish to have undergraduate course work covered by the assistantship.

Graduate Student Information
Name: Banner ID: A
Assigned GA Department: Program of Study:
APSU E-mail Address: Semester and Year:

REQUEST TO ADD HOURS
Number of hours (above 10) requesting to add:
Total credit hours attempted:
Justification for taking additional course hours:

REQUEST TO REDUCE HOURS
Number of hours requesting to reduce (6 hour) requirement by:
Total credit hours attempted:
Justification for reduction of course hours:

REQUEST TO TAKE UNDERGRADUATE COURSE HOURS WITHIN ASSISTANTSHIP
Subject: Course Number: Title:
Subject: Course Number: Title:
Justification for undergraduate hours to be covered by assistantship:

Student Signature _____ Date _____

Graduate Coordinator or Advisor Signature _____ Date _____

Dean, College of Graduate Studies Signature _____ Date _____

Please submit form to: College of Graduate Studies, P.O. Box 4458, Clarksville, TN 37044; McReynolds Building, Room 119; or gradstudies@apsu.edu