



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. Undergraduate courses must be required or related to the student's program of study. Please complete and submit this form to the College of Graduate Studies prior to the start of each semester. A separate request must be submitted each semester.

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 _____
Hiring Department Budget Approval (if applicable) _____ Date _____
Dean, College of Graduate Studies Signature _____ Date _____