



GRADUATE STUDIES AND RESEARCH
 1101 Camden Avenue
 Salisbury, Maryland 21801-6860
 (410) 677-0047
 TTY (410) 543-6083
 FAX (410) 543-6451
www.salisbury.edu

Change of Enrollment Status Request *For Graduate Assistants ONLY*

Graduate Assistants must maintain full-time status by enrolling in six credit hours per semester, in order to satisfy the requirements of their letter of appointment. Any Graduate Assistant who cannot maintain full-time status must receive permission from the Dean of Graduate Studies and Research in order to continue in their assistantship. Documentation is required. Requests must be submitted to the Office of Graduate Studies and Research no later than 30 days prior to the start of either the fall or spring semester.

NOTE: To be eligible for federal Financial Aid students must be enrolled at least half-time (Graduate – 5 credits, Doctoral – 3 credits). If a student drops below half time enrollment they must begin repaying their loans after a certain grace period. More specific info on that can be found here: <http://www.direct.ed.gov/leaving.html> .

Name _____ Date _____
 Street Address _____ Telephone _____
 City, State, Zip _____ SU ID# _____
 SU Email _____ Grad Program: _____

Type of Assistantship: _____ Teaching _____ Research _____ Administrative

GA Hiring Department: _____

Please indicate number of credits in which you are enrolled: _____ Semester/Year: _____

Please indicate the reason for the Enrollment status change request:

 Student's Signature _____ Date _____

I certify that _____ has successfully performed all responsibilities of their graduate assistantship and support their continued placement.

 Hiring Supervisor Signature _____ Date _____

 Approved _____ Comments: _____

 Not Approved _____

 Dean of Graduate Studies and Research Signature _____ Date _____