



**SOUTHEAST MISSOURI**  
STATE UNIVERSITY · 1873

**GRADUATE ASSISTANT REAPPOINTMENT FORM**

Please type or use block letters when you complete this form

Graduate Assistant's Name \_\_\_\_\_ Banner ID \_\_\_\_\_

E-mail: \_\_\_\_\_@semo.edu

Check One and Attach Job Description:      Teaching              Administrative

Period of Appointment    Beginning \_\_\_\_\_              Concluding \_\_\_\_\_

Department Name \_\_\_\_\_

Index Number \_\_\_\_\_              Mail Stop \_\_\_\_\_

Funding Transfer to be made by (Check One)      Department\*      School of Graduate Studies

*\*It is the responsibility of the department to ensure transfers are made to the personnel line (620000) in the amount of the stipend and fee waiver line (701460) in the amount of the total waiver. If you have any questions about making these transfers, please contact the Budget Office.*

The department has verified satisfactory progress in the following: **(Please verify and check off)**

Performance Evaluation (attach copy of most recent)

G.P.A. of 3.0 or better with no more than one 'C'

Completion of at least 6 hours per semester

- **Dean of College/Vice President Signature for Approval (Required)**

Approved \_\_\_\_\_ Date \_\_\_\_\_

(Dean of College/Vice President)

- **Financial Manager Signature for Funding Approval (Required if funded by Department\*)**

Approved \_\_\_\_\_ Date \_\_\_\_\_

(Financial Manager)

**FOR GRADUATE OFFICE USE**

Fee Waiver IGA \_\_\_\_\_ In-State    Out-of-State    International: \_\_\_\_\_

Ethnicity \_\_\_\_\_

Degree: \_\_\_\_\_: \_\_\_\_\_ Semester(s)    1    2    3    4

G.P.A. \_\_\_\_\_ Undergraduate    Graduate    GR603 Required    Yes    No

Conditions (if any) \_\_\_\_\_

- **Provost Signature for Approval (Required)**

Approved \_\_\_\_\_ Date \_\_\_\_\_

(Provost)



## GRADUATE ASSISTANT JOB DESCRIPTION FORM

Please type or use block letters when you complete this form

Graduate Assistant's Name \_\_\_\_\_ Banner ID \_\_\_\_\_

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

Check One & Attach Job Description:      Teaching      Administrative

Semester:      Fall      Spring      Academic Year 20\_\_\_\_\_

Job Description:

**This must be submitted with the Graduate Assistant Reappointment Form.**