



## Graduate Assistant FAQs/Troubleshooting

### Why haven't I received my Graduate Assistant Appointment Letter?

- Graduate Assistant appointment forms **must** be submitted before your letter can be issued. Please reach out to your department to make sure your paperwork has been submitted. If it has, the department should reach out to the appropriate office to check on the status of the letter.

### Why do I have a tuition balance on my account?

- You may not be registered for enough hours. Per the Graduate Assistant Policy, students are required to be registered for **six hours minimum**. If you need to take less than six hours, your supervisor must email an exception request to Dr. Harold Pardue, Dean of the Graduate School.
- You may be looking at a