

Deans, Department Heads, Graduate Program Directors, Budget Officers, and Departmental Administrative Assistants:

There have been several issues with the processing of BearPAFs over numerous semesters now. The issues have been with Graduate Teaching Assistants as well as Graduate Assistants. Please be advised that the deadlines, as noted below, for submittal of the BearPAFs will be strictly enforced by the Graduate College, as well as Human Resources and Payroll. Any BearPAFs not submitted by the department by the deadlines outlined below will be rejected and the GTA/GA will not be allowed to work. Below are the Graduate Assistantship Appointments and BearPAF Procedures, effective immediately:

GA Appointment/BearPAF Procedures

Offering Graduate Assistantships

- Process across programs is varied, and a committee is exploring this and other related issues.
- Ensure that student meets eligibility criteria and that language is clear that it is a recommended offer. The appointment letter comes from the Graduate College.
 - For new appointments, the Graduate College can send this early, as soon as all processing is completed. Just tell us that expedited processing is needed.

Submission Deadlines for BearPAFs

These deadlines will allow the Graduate College to identify remaining tuition-fee waiver benefits and document academic eligibility in time for Human Resources to ensure timely stipend payment.

- **Reappointments** (students who are currently serving as GAs and will continue for the summer, fall, or next academic year): **May 1**
- **New Appointments**
 - GAs Beginning in the **Summer: May 1**
 - GAs beginning in the **Fall: July 15**
 - GAs beginning in the **Spring: November 1**
 - This deadline also applies for GAs who were initially appointed only for Fall and are now being continued into the Spring
- Departments are encouraged to submit a PAF as soon as the student indicates intention to accept the offer as opposed to waiting until the deadline to submit a batch of multiple PAFs. This will facilitate efficient processing and timely payment.

Required **Department Verifications (MUST complete prior to submittal of the BearPAF to prevent returned BearPAFs)**

- Admission to a graduate degree or certificate program
- Minimum GPA of 3.0
 - Continuing students are based on MSU graduate grades
 - New students are based on undergraduate cumulative or last 60 hours
- Current minimum enrollment requirements

- 6 graduate hours in fall and spring
- 3 graduate hours in the summer
- Special considerations made to allow lower number of hours during final semester of enrollment:
 - Student **must** have completed the online *Application to Graduate* for the semester;
 - Student **must** send an email to the Graduate College (GraduateCollege@MissouriState.edu) to request permission to hold assistantship with less than six (6) graduate credit hours.

Process

- PAF is submitted by department (initiator)
- Graduate College sends appointment letter to the student and copies BearPAF initiator
- When student accepts the appointment, the Graduate College clears the BearPAF
- Initiators can track by checking the **Past Actions tab** to determine current status of each BearPAF.