



College of Family and Consumer Sciences

Office of Finance and Human Resources

Summer 2026 Position Change Request Form for Graduate Assistant

This form is required to request a change for a Graduate Assistant for summer semester. The completed request should be submitted by your department's Director of Graduate Studies and/or Graduate Program Administrator (or equivalent staff position) to facsga@uga.edu for review and processing by OFHR. OFHR will route for appropriate signatures in DocuSign and process transaction(s). OFHR will route for appropriate signatures in DocuSign and the department will need to initiate any applicable system transaction(s).

\*Please complete the form with as much information as possible. Missing information may delay review of the form.

Form with fields for Name of Graduate Assistant, Student Email Address, Name of Current Supervisor, Supervisor Email Address, Department, Position Number, Current FTE, MS or PhD, Current Classification, Current Schedule, Name of Requestor, Effective date of change, What are you requesting?, Summer Working Sessions, Reclassifications, Short Work Break/Return from Work Breaks, and Justification of Change.

Department confirms Department GA planning spreadsheet has been updated Check if funding source is also changing

Director of Graduate Studies Approval: Date

Department Head Approval: Date

PI Approval (For Funding Updates Only): Date

# Summer Change Process Description

This form is required to request a change for a Graduate Assistant for summer semester.

Step 1: Complete all required fields for the type of change being requested.

Step 2: Email request form to [facsga@uga.edu](mailto:facsga@uga.edu).

Step 3: OFHR will review the form and route for appropriate signatures of approval. Step 4: After the signed form is returned to OFHR:

- a. A revised offer letter will be generated and routed for signatures, if applicable.
- b. After the signed offer letter is returned to OFHR, all appropriate system transactions will be processed.

\*Please note: FTE or changes in base rate for any graduate assistantship may be made only **once** during the semester regardless of the funding source.

See: [Graduate Assistantship Funding Assumptions and Policies](#)

Please remember to complete the form with as much information as possible. Missing information may delay review of the form.

## Summer Change Request (additional information)

[Click Here for 2025-2026 UGA Academic Schedule](#)

\*\*\***Reclassification Type 1:** Graduate Assistant is not taking classes during Summer 2026, but will continue working in a temporary staff position during summer, and return as Graduate Assistant for Fall 2026.

\*\*\*\***Reclassification Type 2:** Graduate Assistant is graduating Spring 2026, but will continue working in a temporary staff position beyond Spring 2026.

**Please note:** There are multiple short work break/return from work break boxes for any GA that needs to be placed on short work break/return from work break multiple times for summer semester due to multiple session offerings. Only one request form will need to be completed for multiple short work break/return from work breaks, if applicable. If any GA will be placed on short work break for the entire summer, only fill in one of short work break/return from work break box.