

## Graduating GA Checklist

Student Name: \_\_\_\_\_ XID: \_\_\_\_\_

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

Effective Date for Termination: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ EMPLID: \_\_\_\_\_

- Complete the Graduate Assistantship Evaluation option GS-GA1 **OR** option GS-GA2 prior to the end of the academic term **(provided in BOX)**
  - Please complete a final evaluation even if your GA will not be returning; **no, this is not required for graduating Graduate Assistants, but is encouraged by Student Affairs and the Graduate School as a final follow-up to your GAs strengths and areas of improvements.** Please send your completed copy to [amelih@clemsn.edu](mailto:amelih@clemsn.edu) to complete audit requirements.
  
- Complete the top portion of this document
  - Send a copy of this form to Amelia Pettiss by email [amelih@clemsn.edu](mailto:amelih@clemsn.edu)
  - Complete Student Change Hire Form in BOX -Forms. Submit completed form to [data\\_center@clemsn.edu](mailto:data_center@clemsn.edu) and cc: Amelia Pettiss by email [amelih@clemsn.edu](mailto:amelih@clemsn.edu)
  - You will receive a confirmation email from Amelia Pettiss notifying you of successful GA termination upon submission of CHANGE HIRE Form