

Graduate Assistantships
Cancellation/Changes Form Instructions
3/3/2021

This revised form has additional options in the drop down boxes. The revised form has pop-up messages that list scenarios for cancellations and changes.

Type of Action options:

1) Cancellation option should be selected for the following scenarios:

- Student Requested Termination
- Student Withdrew from Program
- Unsatisfactory Performance or GPA > ***email supporting documents to GAO@towson.edu***
- Program or Department Financial Exigency
- Incorrect Fiscal Year

2) Change option should be selected for the following scenarios:

Please enter revised information in the ***If changing...*** section of the form

- Change in Funding Source > **enter revised funding source**
- Reduction/Increase in Hours > **enter revised hours, revised stipend and tuition waiver amount**
- Change in Assistantship Type > **enter revised assistantship type and revised stipend amount if applicable**
- Change in Semester > **Enter revised semester and any other applicable revisions**

Note: Multiple revisions can be entered on one form

Effective Date is the effective date of the cancellation or change.

Information entered in the first half of the form should be the same as the original GA Appointment Request.

Please use the Additional Comments box for any clarifications.

The GA Cancellation/Change Form will be distributed to the Payroll and Bursar's Offices for any necessary adjustments to the student's account.