Once the appointment code (below) has been entered defaulted fields will populate the form. You may change appointment begin and end dates, and pay rate, HOWEVER, the dates can only fall within the designated semester/session date parameters and pay rate must be above the default.

- See Graduate Appointment Form Requirement Forms Forum for the location code

### GA SUMMER I APPOINTMENT CODES - QUICK GUIDE

<table>
<thead>
<tr>
<th>If offering a GA two ½ appointments, email <a href="mailto:grad-awards@wmich.edu">grad-awards@wmich.edu</a> for instructions.</th>
<th>TEACHING</th>
<th>Research APPLICATION (non-grant fds)</th>
<th>Research DISCOVERY (fds 25-30)</th>
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<tbody>
<tr>
<td>Graduate Assistantship (GA) - FULL</td>
<td>121</td>
<td>141</td>
<td>161</td>
</tr>
<tr>
<td>Graduate Assistantship (GA) - 2/3</td>
<td>123</td>
<td>143</td>
<td>163</td>
</tr>
<tr>
<td>Graduate Assistantship (GA) - 1/2</td>
<td>124</td>
<td>144</td>
<td>164</td>
</tr>
<tr>
<td>Doctoral Graduate Assistantship (DGA) - FULL</td>
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<td>145</td>
<td>165</td>
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<td>147</td>
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<td>148</td>
<td>168</td>
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<td><strong>DA CODES ARE FOR RENEWALS ONLY - USE DGA CODE FOR NEW APPOINTMENTS</strong></td>
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<tr>
<td>Doctoral Associateship (DAC) - FULL- with candidacy</td>
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<td>403</td>
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<td>172</td>
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</tbody>
</table>

Need to make a change to or terminate an existing graduate appointment?
Email grad-awards@wmich.edu and cc: hr-hris@wmich.edu with the Graduate Assistant’s Name, employee ID, and type of appointment change that is being requested. You will receive a response from the Graduate College or Human Resources on how to proceed with the change of appointment.