

# California State University, Sacramento

## Unit 11 - Revisions

### Office of Graduate Studies

Student Name: \_\_\_\_\_ Department: \_\_\_\_\_

Position:     ISA                       TA                       GA                      Semester / Yr \_\_\_\_\_

Does this student hold other Unit 11 positions?     No                       Yes

Please note departments

Was the student issued an offer letter?                       No                       Yes

#### Revisions

<b>Hours</b>	FROM _____	TO _____	_____
			<small>New Amt</small>
<b>Pay</b>	FROM _____	TO _____	_____
			<small>New Amt</small>
<b>Start Date</b>	FROM _____	TO _____	_____
			<small>New Date</small>
<b>End Date</b>	FROM _____	TO _____	_____
			<small>New Date</small>
<b>Other</b>	_____		

Attach a revised PTF

Applicable only to ISAs

**If a student has been issued an offer letter please have them decline the offer, note the changes, and sign it. The offer letter should then be submitted to the department attach to this form.**

**Departments are to submit this form and all corresponding paperwork to the dean and chair of the department for approval.**

**Please forward this form and any corresponding paperwork to the Office of Graduate Studies (6112)**

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

#### Office of Graduate Studies ONLY

Date Arrived: \_\_\_\_\_ Processed: \_\_\_\_\_  
 Spreadsheet                       Student  
 File                                       New Offer Ltr

Notes: \_\_\_\_\_