

Requesting a Student Exemption

TA / GA / ISA (Unit 11)

Requests for exemptions must be submitted in writing by the **department chair** or **director** of a program. Exemptions will be granted on a case by case bases and the final decision will be left up to the discretion of the Office of Graduate Studies.

Submit an exemption request memo (on department letterhead) to the Office of Graduate Studies along with the PTF and application.

Types of Exemptions:

Exceeding maximum unit load – Student must possess a strong overall GPA. Department must explain reason for exceeding maximum unit load. **Note:** Indicate if the student's major requires that they take excess units.

***Below minimum unit load** – Submit reason why unit load is below the minimum (e.g. student's last units for degree). **Note:** Students enrolled Continuous Enrollment and other *299 courses* do not require an exemption request.

***Low GPA** – Student must have a history of maintaining a satisfactory overall GPA.

***Low GPA / Exceeds Unit Load** - Exemption will probably not be granted

***Low GPA / Below Unit Minimum** – Student must have a history of maintaining satisfactory GPA in the past. The department / program must submit the reason why the unit load is below the minimum (e.g. student's last units for degree)

**** Students are eligible for a one-time exemption.***