

Unit 11 Determine Student Eligibility

The Hiring Manager is responsible for verifying the student's academic eligibility and the number of units enrolled. Please reference the chart below for minimum qualifications. Find CMS linked on their My Sac State portal homepage, and search for the Student Employment Eligibility page. **Exceptions must be documented.**

	Teaching Assistant/ Graduate Assistant	Instructional Student Assistant
Minimum Units	4 units	Graduates - 4 units (exception: Continuous Enrollment) Undergraduates - 6 units
Maximum Units	12 units	Graduates - 12 units (exception: Continuous Enrollment) Undergraduates - 15 units
Minimum GPA	3.0 GPA; (newly admitted - 2.75 GPA)	Graduates - 3.0 GPA (newly admitted - 2.50 GPA) Undergraduates - 2.50 GPA (newly admitted - 2.25 GPA)
Work Eligibility	Must be eligible to work in US	Must be eligible to work in US
International students	must be eligible to work on campus	must be eligible to work on campus
Not eligible	Credential students, Open University & Sacramento State employees	Credential students, Open University & Sacramento State employees
Additional Requirements	Must be registered in graduate or doctoral degree program related to their academic department	