

Requesting a Student Exemption TA / GA / ISA (Unit 11)

Requests for exemptions must be submitted in writing by the department chair or the director of a program. Exemptions will be granted on a case by case basis and the final decision will be left up to the discretion of the Office of Graduate Studies. Submit exemption requests in by attaching to the OnBase hiring submission.

When writing an exception, please include the following:

- How specifically will the student be able to handle excess units, if applicable?
- How will the student be successful in their coursework while maintaining work hours?
- How will the program check on their process?
- What is the plan to support them?

Example of Exemptions Requests

Low GPA – Student must have a history of maintaining a satisfactory overall GPA and must be taking satisfactory progress toward degree completion.

Low GPA / Exceeds Unit Load - Exemption will probably not be granted in this situation.

Excess Unit Load* – Student must possess a strong overall GPA. Departments shall provide a rationale for exceeding maximum unit load. Note: Indicate if the student’s major requires that they take excess units.

Low Unit Load – Submit the reason why the unit load is below the minimum unit load (e.g. student’s last units for degree). Students enrolled in Continuous Enrollment units do not require an exemption request.

GA / ISA Exceeding Hours – At this time we are not able to make an exception

Substitute Teaching Associate Exceeding 20 Hours – TAs must not be working any other position on campus to be considered.

Basic GPA & Unit Requirements for Unit 11

Undergraduate Students

Unit Load: 6 min – 15 max per semester

GPA Minimum: 2.50 (overall), newly admitted students: 2.50 GPA

Graduate Students

Unit Load: 4 min – 12 max per semester

GPA Minimum: 3.00 (overall), newly admitted students: 2.75 GPA