

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 memo form to the Office of Graduate Studies **along** with the PTF and application.

Types of Exemptions

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.

Students are eligible only for a **one-time** exemption,
unless their major requires excess units

Basic GPA & Unit Requirements for Unit 11

Undergraduate Students

Unit Load: 4 min – 12 max units **per** semester

Minimum GPA: 2.50 (overall)

Graduate Students

Unit Load: 6 min – 15 max units **per** semester

Minimum GPA: 3.00 (overall)