Eligibility for appointment as a TA, GA or ISA must be verified by the department or school, in coordination with their college Dean's office. Graduate Studies will provide a spreadsheet that contains information for the first 6 criteria listed below for all active graduate students in the college.

**Information provided by Graduate Studies: please review and verify**

- Student has been admitted to a graduate program, or is continuing as a matriculated student.
- Student has not graduated.
- Student is enrolled (or agrees to enroll) in at least one class per semester while a TA/GA/ISA.
  - Global Campus registration does **not** maintain matriculation in a main campus degree program. Main campus students should file a Leave of Absence through WebPortal each semester they are not taking a main campus class.
  - However, filing Leave of Absence (and not registering for any courses) does **not** maintain employment eligibility.
  - For Master’s students, 799B or 799C maintains employment eligibility, whether registration occurs through main campus or Global Campus. This is the only exception to the above rules.
- Student is in good standing, according to university criteria.

For Master's students in their final semester who intend to register for 799A:

- Graduate Advisor has already advanced the student to candidacy.
- Student has obtained all necessary signatures for thesis committee form. Thesis committee form must be approved by Graduate Studies prior to TA/GA/ISA contract approval.

**Information not provided by Grad. Studies, obtain from the department, school or college**

- Total TA+GA+ISA workload is ≤ 20 hours per week.
- Student has not exceeded TA/GA term limits (if the department, school or college has limits).
- Student's graduate program is in same department/school as the TA/GA/ISA appointment.
- (Summer employment only) Student meets enrollment criteria from the previous semester.
  - Summer course registration is not required for students with TA/GA/ISA employment during summer term.
- Short-term exchange students not seeking a SDSU degree may be ISAs, but **not** TAs or GAs.

**Appeals**

For students who do not meet one or more of the above criteria, the department or school should appeal to the appropriate designee from their academic college Dean’s office (typically, the college resource manager). If approved, the academic college will forward the exception request to the Associate Dean of Graduate Studies for a decision: Andrew Bohonak <AsstDeanGRA@sdsu.edu>.