Out-of-State Tuition Waiver Flowchart

Requirements
- Be admitted to a degree seeking program.
- Enroll in 6 or 9 graduate hours.
- Maintain a minimum 3.0 GPA.
- Be in good academic standing.
- Be offered and have accepted a GRA or GTA position by the 12th class day of a long semester, or 4th day of a short semester.

Each Semester
- Download, complete, and scan the Teaching/Research Assistant Waiver Form: http://gradcollege.tamucc.edu/contact_us/assets/forms_page_other_tab/GradAssist_Exemption.pdf
  - Section II must be signed by Dean or Program Chair
- Sign and scan a Notice of Appointment (NOA), which will be prepared by your employing area.
- Enroll in the proper number of SCH for the semester for which waiver is being requested.
- Go to this link in order to submit the application: https://gradcollege.tamucc.edu/forms/TA_RA_waiver_request.php

CGS will review and confirm enrollment, GPA, employment, and academic standing.

Requirements Met?
- Yes
  - CGS sends information to Business Office & notifies student.
    - Tuition adjustments will be posted.
    - Adjustments will appear after tuition calculations.

- No Employment
  - Minimum GPA not met
  - Degree-seeking program admission or enrollment requirement not met

- NO
  - Good academic standing requirement not met
  - CGS will contact student and inform department designee.