**To:** Accounts Receivable [Accounts.Receivable@tamucc.edu](mailto:Accounts.Receivable@tamucc.edu)

**Cc:** graduate.excellence <graduate.excellence@tamucc.edu>; Holzheuser, Christina <Christina.Holzheuser@tamucc.edu>; Perez, Cynthia <Cynthia.Perez2@tamucc.edu>; Perez, Tracie <Tracie.Perez@tamucc.edu>

**Subject:** [Semester] [Year] Teaching/Research Assistant Waiver Request

Hi,

Please process the Teaching/Research Assistantship Waiver for the [Semester] [Year] term for the graduate students listed in the attached document. I hereby certify that these students meet the eligibility criteria for said waiver, as outlined below:

* Holding a bachelor’s degree or the equivalent and be admitted as a student for a degree-seeking graduate program at TAMU-CC.
* In good academic standing.
* GPA
  + New Students: at least 3.0 GPA on the last 60 semester credit hours (or equivalent) of undergraduate work and any previous work in a graduate or professional school
  + Current Students: graduate GPA of at least 3.0.
* Enrolled in the required number of credit hours of graduate coursework per the [Graduate Assistantship Handbook](https://www.tamucc.edu/research/graduate-excellence/assets/gahandbookjuly2025final.pdf).
* Holding an active graduate assistantship appointment that is related to the student’s degree program.
* Classified as a non-resident student.



[Signature Block]