



English Language Proficiency Requirement Emergency Deferral Request Form

International graduate students with an English Language Proficiency (ELP) status of **Level 3 (Verified only) are ineligible** for hire in a teaching position, e.g., Graduate Assistant-Teaching (GAT). Under extenuating circumstances, academic units may initiate requests for Emergency Deferral of the ELP Requirement. Approval will provide the international graduate student (named below) with a **one-time, one-semester-only deferral** of the ELP requirement for employment in a teaching position. Emergency Deferrals may not extend beyond the single semester requested, and both the student and academic unit must fulfill the requirements detailed below during the semester of employment.

To receive approval, 1) the academic unit must provide justification as to the necessity for hire of a Level 3 Ineligible student, 2) the academic unit must assign a faculty member to supervise the student during the semester of Emergency Deferral, and 3) the student must participate in the CTE-ELP Program during the period of Emergency Deferral.

Please submit the completed form to ELPCompliance@tamu.edu. The Graduate and Professional School may decline this request if the criteria above are not met. **Please note:** the academic unit **must** receive approval from the Graduate and Professional School of this request **before** the hiring process is initiated.

Student Name	Student UIN	Semester of Requested Emergency Deferral
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1) JUSTIFICATION

- OPTION ONE:** A previously assigned graduate assistant is no longer able to teach. Please briefly summarize the circumstances for which the academic unit is now required to hire a Level 3 Ineligible international graduate student (e.g., the previous GAT accepted a GAR offer, left the program, etc.).

- OPTION TWO:** An unanticipated student enrollment increase required the academic unit to create additional course sections and must now hire a Level 3 Ineligible international graduate student. Please indicate the course, number of additional students, and number of additional sections added.

- **OPTION THREE:** Other unexpected circumstances necessitate the academic unit hire a Level 3 Ineligible international graduate student for a teaching position. Please provide a brief justification as to why the academic unit did not anticipate hiring the student (please note: inability to schedule TOEFL, IELTS, or an ELP Exam is no longer considered as an acceptable justification).

2) FACULTY REVIEW

During the semester of Emergency Deferral, the academic unit must assign a faculty member to conduct periodic reviews – including in-class observations – of the student’s teaching performance with the first review conducted during the first month of the semester. The signature below affirms that the assigned faculty member will conduct the required performance reviews and take appropriate action if the student’s performance is deemed unacceptable.

Supervising Faculty Member Name	Supervising Faculty Member Signature	Date
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3) CTE-ELP REQUIREMENT

*During the semester of Emergency Deferral, the student must participate in the [English Language Proficiency \(ELP\) Program](#) with the Center for Teaching Excellence (CTE). In order to receive approval, the student must schedule an intake assessment **before** submission of this form. **Please note:** To schedule an intake assessment, the student must first contact CTE at CTE-ELP@tamu.edu or 979-458-3966 and indicate that an academic unit has offered a teaching position under an Emergency Deferral. Please indicate the Intake Assessment date below and **include a copy of the emailed appointment confirmation with this request.***

Date of CTE-ELP Intake Assessment: _____

Department/Program and College/School Confirmation

The academic unit, the student, and the supervising faculty member accept that this Emergency Deferral will apply to the semester indicated above only. Under the terms agreed to above, approval of this request will allow the student to be employed in a teaching position in the semester indicated above only. In order to continue in a teaching position, the student must achieve Level 1 Certification before the hiring date for the next semester. If the student does not receive a Level 1 certifying score on an approved examination, the student must either be transferred to a non-teaching (GANT or GAR) position or terminated from employment.

Department/Program Approver*	Signature	Date
Graduate Operations Committee Dean**	Signature	Date

* Department/Program Approver must be an administrative faculty member designated on the academic unit’s [Authorized Signers Form](#).
 ** Graduate Operations Committee Dean must be designated on the college/school’s [Authorized Signers Form](#).



Graduate and Professional School Decision

- The Graduate and Professional School approves this request for Emergency Deferral. The student indicated above is allowed to be employed in a teaching position in the semester indicated above only.*
- The Graduate and Professional School declines this request for Emergency Deferral.*

Graduate and Professional School Approver:

Signature:

Date:
