

Request for Exception for Graduate Division Dean's Approval

This form is to be completed by the Hiring Unit and submitted to the **Appointments Unit, 318 Sproul Hall, MC 5900** for approval by the Graduate Division Dean. Requests for Exception for AI-GS appointments must be submitted separately. An approval signature by the student's Head Graduate Advisor is required for the Request to Exception to be valid.

LAST NAME FIRST MIDDLE SID #

Student's Academic Program _____

Period of Exception Request _____

Fall Spring Other

Appointment Type

GSI Reader Tutor GSR Staff/Other _____

Name of Hiring Unit

CONTACT'S NAME OF HIRING UNIT EMAIL

HIRING UNIT AUTHORIZATION DATE

As student's Graduate Advisor, I concur with this Request for Exception

STUDENT'S HEAD GRADUATE ADVISOR'S SIGNATURE DATE

1. GPA is below 3.0

Indicate GPA _____

Student and advisor have met; a plan for improvement is in place

Justification for exception request _____

2. More than 2 Incompletes in upper division or graduate courses

Student is in process of clearing; please list courses

COURSE # / ANTICIPATED COMPLETION DATE

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Please also provide justification for exception request and describe completion plan(s)

3. **GSI appointment for 11th or 12th semester**

Advanced to Candidacy? Yes No Date _____

Number of GSI semesters prior to this appointment _____

% time of GSI appointment _____

Department and GSI understand there are no exceptions beyond 12th semester per [APM 410-77(link)]

Student is in good academic standing; appointment will not affect progress towards degree

Department has critical need; student is uniquely qualified

4. **Below 12 unit requirement**

Student has disability. (Please attach copy of Letter of Accommodation from Disabled Student's Program)

Student has personal and/or academic hardship and is meeting with advisor to ensure academic progress. (Please provide supporting comments with an attached memo)

5. **Appointment(s) under 25% time**

Student's fees are paid by another source _____

Student fellowship doesn't allow for work of 25% or more, but department has critical need.

This appointment of % time & Title code _____

is expected to combine with % time & Title code _____

at a combined rate _____ to generate fee remission, 25% or more

Other _____

6. **Appointment(s) over 75% time**

Requests for over 75% time are highly discouraged by Graduate Council as it could hinder a student's academic progress. However, there are some rare instances when taking on additional work also coincides with the progress of the student's dissertation and degree goals. (When making this request, it is highly recommended for both the hiring unit and the student to review X. General Policies on Academic Appointments, E. Taxes from "What You Need to Know About Being a GSI, GSR, Reader or Tutor".)

Advanced to Candidacy? Yes No Date _____

% time of appt _____ & Title Code _____

Additional Appointments if Applicable:

% time of appt _____ & Title Code _____

% time of appt _____ & Title Code _____

Please provide supporting comments below

Student is in good academic standing; appointment will not affect progress towards degree

Appointment is directly related to student's dissertation and degree goals

Financial Hardship

Department has critical need; student is uniquely qualified

Other reasons

Supporting Comments:
