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 by email to gradappt@berkeley.edu 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 NAME | MIDDLE INITIAL | STUDENT ID #

Student's Academic Program

Period of Exception Request

☐ Fall ☐ Spring ☐ Other

Appointment Type

☐ GSI ☐ Reader ☐ Tutor ☐ GSR ☐ Staff/Other

IF STAFF/OTHER, PLEASE DESCRIBE

HIRING UNIT CONTACT'S NAME | EMAIL ADDRESS

HIRING UNIT AUTHORIZATION | HIRING UNIT AUTHORIZATION DATE

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

STUDENT'S HEAD GRADUATE ADVISOR'S SIGNATURE | HGA SIGNATURE DATE

☐ 1. GPA is below 3.0 and/or academic probation (please attach a memo describing the steps needed to clear probation) Indicate GPA

☐ Student and advisor have met; a plan for improvement is in place. Justification for exception request:

☐ 2. More than 2 "Incomplete" in upper division or graduate courses

☐ Student is in the process of clearing; please list courses

COURSE # | ANTICIPATED COMPLETION DATE | COURSE # | ANTICIPATED COMPLETION DATE

COURSE # | ANTICIPATED COMPLETION DATE | COURSE # | ANTICIPATED COMPLETION DATE

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

☐ 3. GSI appointment for 11th through 14th semester

Advanced to Candidacy? ☐ Yes ☐ No Date

Number of GSI semesters prior to this appointment

% time of GSI appointment

☐ Department and GSI understand that while APM 410-17 typically limits GSI appointments to 12 semesters, due to COVID-19 the limit is increased to 14 semesters. There are no exceptions beyond the 14th semester.

Student was enrolled: ☐SP 20 ☐FA 20 ☐SP 21 ☐FA 21 ☐SP 22

☐ 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 documents with an attached memo)

☐ 5. Appointment(s) under 25% time

☐ Student's fees are paid by another source

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

☐ This appointment of % time and Title code is expected to combine with other appointments at a combined FTE of 25% or more to generate fee remission. Please list the other appointments:

Appt. 2 FTE	Appt. 2 Title Code	Appt. 3 FTE	Appt. 3 Title Code	Appt. 4 FTE	Appt. 4 Title Code

Additional Comments: