

# 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](mailto: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

CONTACT'S NAME OF HIRING UNIT

EMAIL ADDRESS

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 "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 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)

Student has significant care-giving duties due to the COVID-19 pandemic and temporarily requests reduced course load. Student may hold academic appointments up to (and including) 50% FTE for the 2020-21 academic year without exceptional approval. [See here for full policy](#)

### 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 % time and Title

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

### 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 general policies on academic appointments in the [Graduate Student Appointment Handbook at grad.berkeley.edu](#).

Advanced to Candidacy?      Yes      No      Date

% time of appointment      and Title Code

% time of appointment      and 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 or degree goals

Financial Hardship

Department has critical need; student is uniquely qualified

Other reasons

Supporting Comments: