

REQUEST FOR EXCEPTION FOR HEAD GRADUATE ADVISOR APPROVAL

This form is to be completed by the Hiring Unit and retained in the student's file of their academic department. Should the Hiring unit be outside the student's academic department, it is recommended that the Hiring Unit also retain a copy for its records. *Please do not submit this form to Graduate Division.* An approval signature by the student's Head Graduate Advisor is required for the Request for Exception to be valid.

Last Name _____	First _____	Middle _____	SID _____
Student's Academic Program: _____			
Period of Exception Request			
<input type="checkbox"/> Fall 20_____	<input type="checkbox"/> Spring 20_____	<input type="checkbox"/> Other: _____	
Appointment Type			
<input type="checkbox"/> GSI	<input type="checkbox"/> Reader	<input type="checkbox"/> Tutor	<input type="checkbox"/> GSR
<input type="checkbox"/> Staff/Other: _____			
Name of Hiring Unit: _____			
_____		_____	
Contact's Name of Hiring Unit (Please Print)		Email (Please Print)	
_____		_____	
Hiring Unit Signature Authorization		Date	
_____		_____	
<i>As student's Head Graduate Advisor, I concur with this Request for Exception.</i>			
_____		_____	
Student's Head Graduate Advisor's Signature		Date	

☐ **1. GSI/Reader/Tutor will assist in graduate course (200, 300, 600) and student is not advanced to doctoral candidacy**

% time of appointment: _____ & Title Code: _____

☐ Student will *not* be in competition with students taking the course for employment, fellowships or grants

☐ Student will not assign grades (assignment of grades is the sole responsibility of the faculty member in charge of the course)

Name of Instructor of Record: _____
faculty member

If Reader or Tutor:

Student has received a grade of "B" or better in the course

Semester & Year: _____

☐ **2. This appointment will cause the student to work 51% - 75%**

Please note that international students on F-1 and J-1 visas are limited to working no more than 50% time during the semester. **This is a federal regulation; non-compliance could have serious consequences for the University.**

% of this appt _____ % of other appt(s) _____

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

☐ GSR appointment directly related to student's dissertation

☐ Financial hardship

☐ Department has critical need; student is uniquely qualified

Other reasons or supporting comments if applicable _____

☐ **3. GSI appointment for 9th or 10th semester**

Advanced to Candidacy? ☐ Yes ☐ No Date: _____

Number of GSI semesters prior to this appointment: _____

% time of GSI appointment: _____

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

☐ Department has critical need; student is uniquely qualified

☐ Other reasons (*write below or please attach additional comments*):

