

PETITION FOR EXCEPTION TO POLICY FOR GRADUATE STUDENT APPOINTMENT

Graduate Advisers may use this form to request an academic appointment for students not meeting the normal eligibility requirements. Please provide the information at least 2 weeks prior to the begin date of the appointment since any student needing an exception will NOT be allowed to work until the exception has been approved.

PART A: TO BE COMPLETED BY STUDENT

Student Name: _____ SSN/SID# _____

Hiring Dept: _____ Graduate Program: _____

Quarter (s) in which student will need an exception _____

CURRENT STATUS:

Student's Degree Objective:

Masters

PhD

If PhD student, have they advanced to candidacy? Yes No

Current GPA: _____

Number of Units of Incomplete Grades: _____

Number of units enrolled during proposed quarter: _____

Number of registered quarters completed to date: _____

CURRENT APPOINTMENT(S) BEING HELD:

Title: _____ Percentage of Appointment: _____ Qtr Begin: _____ Qtr End: _____

PROPOSED ADDITIONAL SUPPLEMENTATION REQUIRING EXCEPTION TO POLICY:

Title: _____ Percentage of Appointment: _____ Qtr Begin: _____ Qtr End: _____

PART B: TO BE COMPLETED BY GRADUATE ADVISOR

REASON EXCEPTION IS BEING REQUESTED:

Appointment exceeds 50%

Low GPA

Holds a fellowship with a stipend of \$10,000 or greater

Other: _____

In the space below please explain why an exception should be made (additional comments can be made on the back of this form):

AUTHORIZED SIGNATURES:

Student's Graduate Adviser (Date)

Associate Dean, Graduate Division (Date)