

REQUEST FOR EXCEPTION FORM

This form must be completed by the Hiring Unit. Please submit this form to the Appointments Unit, 318 Sproul Hall MC 5900. **This form CANNOT be used for GSI Step IV advancements, GSI appointments with full responsibility for a course, for a student appointed over 75% time, or for early GSI advancements based on merit.** Contact the Appointments Unit at 642-7101 about these or any other exceptional appointment proposed for reasons not included on this form.

Last name	First	Middle	SID
PERIOD OF EXCEPTION REQUEST			
<input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Other: _____			
APPOINTMENT TYPE			
<input type="checkbox"/> GSI	<input type="checkbox"/> Reader	<input type="checkbox"/> Tutor	Course: _____
<input type="checkbox"/> GSR	<input type="checkbox"/> Staff/Other: _____		
Hiring Unit: _____			

Hiring Unit Contact's Name (Please Print)		Email (Please Print)	
_____		_____	
Hiring Unit signature authorization		Student's Head Graduate Adviser's signature	
_____		_____	
date		date	

I concur with this request for exception.

1. GPA below minimum for appointment type

Indicate GPA: _____

- 1st/2nd semester grades
- Student and adviser have met; plan for improvement is in place
- Other reasons (*write below or attach additional comments*):

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

- Student is in process of clearing; indicate anticipated date: _____
- Other reasons (*write below or attach additional comments*):

3. 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, and Graduate Division cannot make exceptions.

% time of this appt: _____ & Title Code: _____

% time of other appts: _____ & Title Codes: _____

- 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 (*write below or attach additional comments*):

4. GSI appointment exceeds 8 semester teaching limit

Advanced to Candidacy? Yes No Date: _____

If No, Date QE taken: _____

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 attach additional comments*):

5. GSI/Reader/Tutor will assist in a graduate course (200, 300, 600)

% time of appointment: _____ & Title Code: _____

- Student is advanced to candidacy for the doctorate
- 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: _____

If Reader or Tutor: *faculty member*

- Student has received a grade of “B” or better in the course
- Semester & Year: _____

6. Early advancement for GSI because student has relevant post-baccalaureate teaching experience at another qualifying university/college

- Step II Step III

The following must be completed. Do NOT substitute resume, c.v., or academic biography.

Month/year student received bachelor’s degree: _____

Student has received a master’s degree OR completed at least 24 units of graduate work

Year	Term			Length of Course		Student’s Title			Course & Number	Name of University or College
	Fall	Winter	Spring	Quarter	Semester	TA/GSI	Reader	Lecturer		
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____