

GSR Appointment Form

INSTRUCTIONS: The hiring unit should complete this form and obtain the student's signature in the box below. The student's signature indicates an understanding of the policies governing the appointment. Please do not use this form for GSI, Reader, Tutor, or exceptional appointments. This form is subject to audit and must be maintained by the hiring unit for the period of the appointment. Please do not send this form to Graduate Division.

Name: _____ SID: _____
Last First MI

Period of appointment: Begin date: _____ End date: _____

Title Code: **3266** No fee remission **3276** Partial fee remission **3282** Full fee remission **3284** Full fee remission & Nonresident Tuition

During the period of appointment the student must:

- Have a GPA of at least **3.1**
- Have no more than **2 Incompletes** in upper division or graduate level courses
- Be registered and enrolled in a **minimum of 12 units** (except summer and winter breaks) unless already advanced to doctoral candidacy
- Submit **time records** that reflect the appropriate percentage of effort throughout the semester of appointment
- Plan and report **absences** consistent with hiring unit policy.

If this appointment (or a combination of appointments) exceeds 50%, a **Request for Exception Form** must be submitted. During summer and winter breaks, students may work up to 100% without approval of an exception.

I have read and/or been informed about the guidelines and policies governing this academic appointment. To the best of my knowledge, I meet the above criteria for this appointment.

Student's signature

Date