

**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: \_\_\_\_\_

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**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):**

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**AUTHORIZED SIGNATURES:**

\_\_\_\_\_  
Student's Graduate Adviser (Date)

\_\_\_\_\_  
Associate Dean, Graduate Division (Date)