



**This form must be completed by the Hiring Unit**  
Please submit this form to the  
Graduate Division, Student Services Building (SSB) 310.

## REQUEST FOR EXCEPTION FORM

### SECTION I. EMPLOYEE/STUDENT INFORMATION

NAME:	_____	EMPLOYEE ID:	_____
	Last                      First                      Middle	STUDENT ID:	_____
SCHOOL:	_____	ADVISOR:	_____
GRADUATE PROGRAM:	_____	GPA:	_____

### SECTION II. APPOINTMENT INFORMATION

Period of Exception Request:     Fall \_\_\_\_\_     Spring \_\_\_\_\_     Other: \_\_\_\_\_

Appointment Type:                 GSR     TA     Reader     Tutor    Course: \_\_\_\_\_

Hiring Unit: \_\_\_\_\_

Hiring Unit Signature Authorization _____	Print Name _____	Date _____
Faculty Advisor Signature _____	Faculty Advisor – Print Name _____	Date _____

**1. GPA below minimum for appointment type**

- 1<sup>st</sup>/2<sup>nd</sup> semester grades
- Student and adviser have met; plan for improvement is in place
- Other reasons or supporting comments: \_\_\_\_\_

**2. More than 2 Incomplete Grades**

- Student is in process of clearing; indicate anticipated date: \_\_\_\_\_
- Other reasons or supporting comments: \_\_\_\_\_

**3. This appointment will cause the student to work 50% - 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

% of this appt \_\_\_\_\_                      % of other appts \_\_\_\_\_

- 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: \_\_\_\_\_

**4. TA appointment exceeds 8 semester teaching limit**

**QE taken?**     Yes     No    Date: \_\_\_\_\_

Number of TA semesters prior to this appointment: \_\_\_\_\_

- Student is in good academic standing; student is uniquely qualified
- Department has critical need; student is uniquely qualified
- Other reasons or supporting comments: \_\_\_\_\_

**5. TA/Reader/Tutor will assist in a graduate course**

- 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 (assignments 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:** \_\_\_\_\_

**6. Late and Retroactive Appointments**

- Late Appointment
  - Retroactive Appointment
- Justification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Other:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note, if an employment exception is not approved the student will be responsible for paying their tuition & fees.

**SECTION III. FOR GRADUATE DIVISION USE ONLY**

- APPROVED
- NOT APPROVED

\_\_\_\_\_  
Graduate Dean or Designate (print name, then sign)

\_\_\_\_\_  
Date

ROUTING NECESSARY:  No  Yes

If "Yes,"

Copy sent to Academic Personnel on \_\_\_\_\_, by \_\_\_\_\_  
Date Name & Initials

Copy sent to School on \_\_\_\_\_, by \_\_\_\_\_  
Date Name & Initials