



Exception Request Checklist

Student Name:

Student ID:

Department:

Reason for Employment Exception:

Low GPA (**attach transcript**)

Low grade (**attach transcript**)

More than 2 Incompletes (**attach transcript**)

Late appointment entry

Service limitation (>50% time)

12 quarter limit

Other:

Quarter/Year:

Title:

Number of TA quarters previously taught:

Percent of Time:

Units Enrolled In:

GPA – last three quarters:

GPA – overall:

Degree: Master's Ph.D. Other:

Advanced to candidacy for the Ph.D. within normative time?

Yes

No

Date of advancement:

Previous Exception Quarter(s):

If yes, Approved?

Yes

No

Graduate Division Staff Recommendation:

Approve

Deny

Exception Processing Procedures after Approval (for Grad Division use only):

Click off the problem list

Record in exception log

Email copies to department

Scan into student file

File original in binder