



Date: 9/99/9999

School: Biological Sciences

To: Frances Leslie, Dean
Graduate Division

Department: Dev & Cell Bio

Student Name: Smith, Bill
Quarter/Year: Spring 2015
Appointment Title: GSR

ID Number: 12345678

Percent Time: 50%

Re: Request for an Exception to Policy for (select all that apply):

- Low GPA Late Appt. Entry Beyond 50% Time Low Grade 12 Qtr. Limit More than two "I" grades
 Modify GSR fee remission Low GPA (Fellowship) Other: [Click here to enter text.](#)

Reason for Requested Exception: *We understand the deadline to process all Spring quarter appointments has passed. The department was not informed of this appointment until after the quarter began and wants to provide the student with full support. We regret this oversight and wish to request an exception to process this late appointment.*

Course of Action to be taken to Resolve Issue: *The department will communicate all relevant deadlines to faculty PIs and will send them timely quarterly reminders to submit their appointment information on time.*

Department Contact: Barbara Jones

Extension: 4-0000

Approved

Approved

Denied

Denied

Department Chair/Graduate Advisor Date

Associate Dean of School Date

For Graduate Division use only: Approved Denied

Dean of Graduate Division Date