



Date: 9/99/9999

School: Social Ecology

To: Frances Leslie, Dean
Graduate Division

Department: Criminology, Law & Society

Student Name: Jones, Bill
Quarter/Year: Spring 2015
Appointment Title: TA

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: *A review of the student's transcript shows a cumulative GPA of 2.9 for the last three quarters of enrollment. He received a grade of C- in a course not required for completion of his graduate program. The department feels this does not affect his ability to perform successfully as a TA in his field of study. The student is otherwise making satisfactory progress toward his degree.*

Course of Action to be taken to Resolve Issue: *The student will meet monthly with his advisor, Professor Susan Smith, in order to address any academic issues that arise as soon as possible. The department will request monthly updates from Professor Smith after these meetings.*

Department Contact: Mary Green

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