



Fall 2018

Monday, August 6, 2018	<u>Deadline</u> to submit exceptions for Teaching Associates to teach an upper division course.
Monday, August 27, 2018	<u>Deadline</u> to submit exceptions for employment, i.e. low grade/GPA, more than 50% time and other exception requests that need to be approved before our GradAid system can generate fee remission for students.
Monday, September 10, 2018	<u>Deadline</u> to input student appointments into the Payroll system. This does not ensure that fee credits will be available to the student accounts prior to the fee payment deadline if there are student academic issues or fund errors. It is recommended that Fall quarter fee fellowships are entered into FWA by this date.
Monday, September 17, 2018	<u>Fee Payment Deadline</u> for Fall quarter. Students <u>must</u> register and pay fees by 4:00 p.m. on this date to avoid late charges.

Reminders:

If a student becomes academically ineligible for employment or fellowship support after they have already been appointed, i.e. due to final grades posting after the appointment deadline for each quarter, exception requests must be submitted to the Graduate Division **no later than 5:00 p.m., Monday of the third week of the appointment quarter.**

Other exceptions for employment or fellowships for each quarter such as GSR fee remission funding should be submitted **on or before 5:00 p.m. on Mondays** to ensure that exceptions are reviewed for that week.

Note:

Please refer to the annual Summer Session Planning Guide for Summer Session Teaching Associate deadlines.

Winter 2019

Monday, November 5, 2018	<u>Deadline</u> to submit exceptions for Teaching Associates to teach an upper division course.
Monday, November 26, 2018	<u>Deadline</u> to submit exceptions for employment, i.e. low grade/GPA, more than 50% time and other exception requests that need to be approved before our GradAid system can generate fee remission for students.
Monday, December 10, 2018	<u>Deadline</u> to input student appointments into the Payroll system. This does not ensure that fee credits will be available to the student accounts prior to the fee payment deadline if there are student academic issues or fund errors. It is recommended that Winter quarter fee fellowships are entered into FWA by this date.
Monday, December 17, 2018	<u>Fee Payment Deadline</u> for Winter quarter. Students <u>must</u> register and pay fees by 4:00 p.m. on this date to avoid late charges.

Reminders:

If a student becomes academically ineligible for employment or fellowship support after they have already been appointed, i.e. due to final grades posting after the appointment deadline for each quarter, exception requests must be submitted to the Graduate Division **no later than 5:00 p.m., Monday of the third week of the appointment quarter.**

Other exceptions for employment or fellowships for each quarter such as GSR fee remission funding should be submitted **on or before 5:00 p.m. on Mondays** to ensure that exceptions are reviewed for that week.

Note:

Please refer to the annual Summer Session Planning Guide for Summer Session Teaching Associate deadlines.

Spring 2019

Monday, February 4, 2019	<u>Deadline</u> to submit exceptions for Teaching Associates to teach an upper division course.
Monday, February 25, 2019	<u>Deadline</u> to submit exceptions for employment, i.e. low grade/GPA, more than 50% time and other exception requests that need to be approved before our GradAid system can generate fee remission for students.
Friday, March 8, 2019	<u>Deadline</u> to input student appointments into the Payroll system. This does not ensure that fee credits will be available to the student accounts prior to the fee payment deadline if there are student academic issues or fund errors. It is recommended that Spring quarter fee fellowships are entered into FWA by this date.
Friday, March 15, 2019	<u>Fee Payment Deadline</u> for Spring quarter. Students <u>must</u> register and pay fees by 4:00 p.m. on this date to avoid late charges.

Reminders:

If a student becomes academically ineligible for employment or fellowship support after they have already been appointed, i.e. due to final grades posting after the appointment deadline for each quarter, exception requests must be submitted to the Graduate Division **no later than 5:00 p.m., Monday of the third week of the appointment quarter.**

Other exceptions for employment or fellowships for each quarter such as GSR fee remission funding should be submitted **on or before 5:00 p.m. on Mondays** to ensure that exceptions are reviewed for that week.

Note:

Please refer to the annual Summer Session Planning Guide for Summer Session Teaching Associate deadlines.