

REQUEST FOR EXCEPTION FOR HEAD GRADUATE ADVISOR APPROVAL

This form is to be completed by the Hiring Unit and retained in the student's file of his/her academic department. Should the Hiring unit be outside the student's academic department, it is recommended that the Hiring Unit also retain a copy for its records. *Please do not submit this form to Graduate Division.* **An approval signature by the student's Head Graduate Advisor is required for the Request to Exception to be valid.**

Last Name	First	Middle	SID
Student's Academic Program: _____			
Period of Exception Request			
<input type="checkbox"/> Fall 20____	<input type="checkbox"/> Spring 20____	<input type="checkbox"/> Other: _____	
Appointment Type			
<input type="checkbox"/> GSI	<input type="checkbox"/> Reader	<input type="checkbox"/> Tutor	<input type="checkbox"/> GSR
<input type="checkbox"/> Staff/Other: _____			
Name of Hiring Unit: _____			
_____		_____	
Contact's Name of Hiring Unit <i>(Please Print)</i>		Email <i>(Please Print)</i>	
_____		_____	
Hiring Unit Signature Authorization		Date	
_____		_____	
<i>As student's Head Graduate Advisor, I concur with this Request for Exception.</i>			
_____		_____	
Student's Head Graduate Advisor's Signature		Date	

1. GSI/Reader/Tutor will assist in graduate course (200, 300, 600) and student is not advanced to doctoral candidacy

% time of appointment: _____ & Title Code: _____

- Student will *not* be in competition with students taking the course for employment, fellowships or grants
- Student will not assign grades (assignment 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: _____

2. This appointment will cause the student to work 51% - 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; non-compliance could have serious consequences for the University.***

% of this appt _____ % of other appt(s) _____

- 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 if applicable _____

3. GSI appointment for 9th or 10th semester

Advanced to Candidacy? Yes No Date: _____

Number of GSI semesters prior to this appointment: _____

% time of GSI appointment: _____

Student is in good academic standing; appointment will not affect progress towards degree

Department has critical need; student is uniquely qualified

Other reasons (*write below or please attach additional comments*):

4. Early advancement for GSI because student has *relevant post-baccalaureate teaching experience* at another qualifying university/college.

GSI Step II

GSI Step III

Please Note: Advancement to GSI Step IV must be approved by the Graduate Division Dean. Please refer to "What You Need to Know About Being a GSI, GSR, Reader or Tutor", section IV. GSI Appointments, B. Step by Step Qualifications, and contact the Appointments office at 642-7101.

PLEASE NOTE THE FOLLOWING GUIDELINES FOR DETERMINING EARLY GSI STEP ADVANCEMENT:

1. Teaching during the summer, either at UCB or another institution, will not be counted in early advancement cases and teaching at University Extension will not be counted.
2. When credit is granted for teaching experience at an institution that operates on the quarter system, it is counted as follows: two quarters of experience is equivalent to one semester of teaching and three quarters of teaching is equal to two semesters of teaching.
3. Experience gained as a Reader may be cited in early advancement in the GSI series if the department considers them relevant to the proposed appointment. Reader experience is generally not given the same weight as teaching experience.

Month/year student received Bachelor's degree: _____

AND

Month/year student received Master's degree: _____

OR

If student has *not* received Master's degree, student has completed at least 24 units of graduate work.

Number of Units: _____

➤ **Please document justification for early advancement and attach Resume, C.V. or Academic Biography.**