

To: Gillian Hayes, Dean, Graduate Division

Department:

School:

Date:

Student Information

Student Name (Last,First):

Student ID:

Quarter/Year:

Percent Time:

Appointment title:

Reason for Exception (check all that apply)

12 Qtr. Limit Beyond 50% Time Late Appt. Entry Low GPA Low GPA (fellowship) Low Grade

Modify GSR Fee Remission More than two "I" Grades Other:

Reason for requested exception and course of action to resolve issue (attach separate memo if needed):

Department Contact:

Extension:

Approved Denied

Approved Denied

Department Chair/Graduate Advisor Signature

Associate Dean of School Signature

Department Chair/Graduate Advisor Name Date

Associate Dean of School Name Date

Graduate Division: Approved Denied

Must meet with a Graduate Division Counselor

Dean of Graduate Division

Date