

Request for Exception to Employment Policy*(to be completed by the student's home department)***USE THIS FORM FOR ASSOCIATE, TA, GSR, READER, REMEDIAL TUTOR, AND STUDENT ASSISTANT
APPOINTMENT PROPOSALS WHICH DO NOT MEET POLICY STANDARDS.**For policy reference, see <http://www.graddiv.ucsb.edu/handbook/academicappointments.html>

For complete information regarding Associate Appointments,
see the Academic Personnel Binder (the Red Binder), Section IV-5,
<http://ap.ucsb.edu/policies.and.procedures/red.binder/red.binder.pdf#Page=196>

The Department of _____ is requesting an exception for:

*Student Name*_____
*Perm*_____
*Employee ID***EXCEPTION TO EMPLOYMENT POLICY:**

- | | |
|---|--|
| <input type="checkbox"/> Employment in excess of 50% (APM 410-17-b) | <input type="checkbox"/> Academic Probation |
| <input type="checkbox"/> Employment in excess of 12 quarters (APM 410-17-c) | <input type="checkbox"/> Beyond Normative Time |
| <input type="checkbox"/> Below 3.0 GPA (APM 410-10-a(1)) | <input type="checkbox"/> Incompletes \geq 12 |

REQUESTS APPROVAL FOR STUDENT TO WORK:

_____% as a _____ in _____ during _____
% appt title code employing department quarter/year

If applicable: With a concurrent _____% _____ appointment in _____
% appt title code dual appt department

ACADEMIC JUSTIFICATION – PLEASE ADDRESS THE FOLLOWING (attach additional page if needed):

- What circumstances caused the student to be delayed in their degree progress?
- What steps did the Department take to facilitate better progress?
- Where is the student with regard to meeting the requirements/milestones of the program and what is the time-line for completion of these requirements?
- How will the Department monitor degree progress?

REQUESTED BY:_____
*Department Chair or Faculty Graduate Advisor*_____
*Signature*_____
*Date*_____
*Department contact person*_____
*Phone number*_____
E-mail address

FOR GRADUATE DIVISION USE:

 Approves Request Does not Approve Request

Signed _____

*Dean, Graduate Division*_____
Date