



Date:

School:

To: Gillian Hayes, Dean, Graduate Division

Department:

Student Name:

Student ID:

Quarter/Year:

Percent Time:

Appointment Title:

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:

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

Department Contact:

Extension:

Approved

Approved

Denied

Denied

\_\_\_\_\_  
Department Chair/Graduate Advisor      Date

\_\_\_\_\_  
Associate Dean of School      Date

For Graduate Division use only:  Approved  Denied

Must meet with Grad Division Graduate Counselor

\_\_\_\_\_  
Dean of Graduate Division

Date