



Date: 9/99/9999

School: Social Ecology

To: Dean, Graduate Division

Department: Criminology, Law & Society

Student Name: Jones, Bill  
Quarter/Year: Spring 2015  
Appointment Title: TA

ID Number: 12345678  
Percent Time: 50%

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: [Click here to enter text.](#)

Reason for Requested Exception: *A review of the student's transcript shows a cumulative GPA of 2.9 for the last three quarters of enrollment. He received a grade of C- in a course not required for completion of his graduate program. The department feels this does not affect his ability to perform successfully as a TA in his field of study. The student is otherwise making satisfactory progress toward his degree.*

Course of Action to be taken to Resolve Issue: *The student will meet monthly with his advisor, Professor Susan Smith, in order to address any academic issues that arise as soon as possible. The department will request monthly updates from Professor Smith after these meetings.*

Department Contact: Mary Green

Extension: 4-0000

Approved

Approved

Denied

Denied

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

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

For Graduate Division use only:  Approved  Denied

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Dean of Graduate Division      Date