

## Request for Exception to Employment Policy

(To be completed by the student's home department)

**Use this form when proposing Associate, TA, GSR, Reader, Remedial Tutor, and Student Assistant appointments which do not meet policy standards.**

For policy reference, see <http://www.graddiv.ucsb.edu/financial/employment/academic-appointments>

**For Graduate Division approval, submit request at least 6 weeks prior to quarter.**

**For departmental approval, exception retained by department.**

For complete information regarding Associate Appointments, see the academic Personnel Binder (the Red Binder), Section IV-5, [https://ap.ucsb.edu/policies.and.procedures/red.binder/sections/%5B4\\_03%5D%20Associate.pdf](https://ap.ucsb.edu/policies.and.procedures/red.binder/sections/%5B4_03%5D%20Associate.pdf)

Page One – to be completed by Staff GPA/department administration

Page Two, Academic Justification – to be completed by Student's Faculty Mentor (or absent one, Faculty Graduate Advisor)

Complete when signed by Home Department Faculty Chair or Graduate Advisor

For Graduate Division required Approvals, Approved when signed by Graduate Division Dean

To: Dean, Graduate Division

From: \_\_\_\_\_  
Preparer Email

Re: \_\_\_\_\_  
Student Name PERM Employee ID

The Department of \_\_\_\_\_ is requesting an exception to:

### Requires GRADUATE DIVISION APPROVAL

- ☐ Employment in excess of 75% (APM 410-17-b)
- ☐ Employment in excess of 18 quarters (APM 410-17-c)
- ☐ Academic Warning
- ☐ > 4 quarters Beyond Time to Advance or Degree
- ☐ 100% Career Staff appointment)
- ☐ Part-Time Status

### Requires HOME DEPARTMENT APPROVAL

- ☐ Employment of 51%-75% time
- ☐ Employment in 13-18 quarters of service
- ☐ Academic Monitoring (GPA below 3.0; >12 incomplete units)
- ☐ Beyond Departmental Normative Time Standards
- ☐ 1-3 quarters Beyond Time to Advance or Degree

### REQUESTS APPROVAL FOR STUDENT TO WORK:

\_\_\_\_\_ % as \_\_\_\_\_ in \_\_\_\_\_ during \_\_\_\_\_.  
% Appt Title Code Employing Department Quarter/Year

If applicable with concurrent \_\_\_\_\_ % as \_\_\_\_\_ in \_\_\_\_\_.  
% Appt Title Code Dual Appointment Department

### Department Approval

\_\_\_\_\_  
Department Chair or Graduate Faculty Advisor Signature Title Date

### Graduate Division Approval Memo

☐ Exception is Approved ☐ Exception is Not Approved

\_\_\_\_\_  
Graduate Division Date

### Deans Comments (where applicable):

### For TAs and Associates

\_\_\_\_\_ will be the student's \_\_\_\_\_ quarter of service as a TA and/or Associate. A temporary extension of the Chancellor's authority under [APM - 410](#) to increase the total length of service rendered in any one or any combination of the TA and Associate to 21 quarters maximum. Reader/Tutor titles are unaffected.

Student Name: \_\_\_\_\_ Faculty Mentor/Advisor \_\_\_\_\_

Where is the student with regard to meeting the requirements/milestones of the program and what is the timeline for completion of these requirements?

If applicable, what milestones has the student met since the last employment exception?

What steps did the Department take to facilitate better academic progress?

How will the Department monitor the student and ensure that the proposed appointment does not hinder the student's advancement towards degree completion?

This section is specifically for Time to Advance/Time to Degree exception requests.

If the student has been delayed in their degree progress, please detail the circumstances contributing to the delay.