

UNIVERSITY of CALIFORNIA - IRVINE

Date: 4/17/2008

School: Biological Science

To: Frances Leslie, Associate Dean
Graduate Division

Department: Dev & Cell Bio

RE: Request for an Exception to Policy for: Low GPA Late Appt. Entry Beyond 50% Time
(Select all that apply) Low Grade 12 Qtr. Limit 2 or More Incompletes
 Other: _____

Student Name: Smith, Bill ID Number: 1212112

Appointment Title : GSR Percent Time: 50% Quarter: Spring Year: 2008

Reason for Requested Exception:

We understand the deadline to process all Spring Quarter appointments has passed. The department was not informed of this appointment until after the quarter began and want to provide the student with full support. We regret this oversight and wish to request an exception to process this late appointment.

If the exception is approved we will input the appointment into the Payroll System. However this will be beyond the required deadline for input and considered late. Therefore, we request an additional approval for the late appointment entry allowing the appointment to be effective retroactively to the beginning of the quarter.

Course of Action to be Taken to Solve Student Issue:

Department Contact: Barbara Cookie Ext: x40000

Approved
 Denied

Approved
 Denied

Michel Scott 4/21/08
Department Chair/Graduate Advisor Date

Barbara Hamaker 4/21/08
Associate Dean of School Date

For Graduate Division Use Only:

Approved
 Denied

Associate Dean of Graduate Division Date