

**EXCEPTIONAL APPOINTMENT OF UNDERGRADUATE STUDENT as GSI**  
**Title Code 2311**  
**Title Code 2310 – Fee Remission**

**TO BE COMPLETED BY STUDENT:**

Name: \_\_\_\_\_  
SID #: \_\_\_\_\_  
Major: \_\_\_\_\_  
Current class level (e.g., senior, junior) \_\_\_\_\_  
Date of admission to UCB: \_\_\_\_\_  
Have you taken the course in question, an equivalent course, or more advanced course?  
Yes No (circle one) Course title: \_\_\_\_\_ Grade: \_\_\_\_\_  
Will you be registered during this appointment? Yes No (circle one)  
Number of units in which you are enrolled (min. 12 units) \_\_\_\_\_  
Do you speak English as a native language? Yes No (circle one)  
If you answered "no," have you passed the SPEAK test? Yes No (circle one) Score: \_\_\_\_\_  
I certify that the above information is correct: \_\_\_\_\_ date: \_\_\_\_\_  
(signature)

**TO BE COMPLETED BY DEPARTMENT:**

Hiring Department: \_\_\_\_\_  
Departmental contact person \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name and Number of course: (e.g. History 120, Math 1B, etc.) \_\_\_\_\_  
Proposed period of appointment: \_\_\_\_\_ Proposed percent time: \_\_\_\_\_  
Student's GPA: \_\_\_\_\_

**The Chair of the hiring department confirms that no qualified graduate student was available to be appointed to this position and that the above mentioned GPA has been verified. The following measures were undertaken to fill this position with a graduate student:**

Department: Please send completed form to 201 Campbell Hall, #2920.

Date Request submitted: \_\_\_\_\_

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APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_

DENIED: \_\_\_\_\_ Date: \_\_\_\_\_