

Instructions for submitting an exception request (“petition”)

This is what we need to make a decision. Please remember that we reserve exceptions to university policy for rare and extraordinary circumstances:

1. Include the following information in the format below
 2. On departmental letterhead
 3. Petition request should be signed by the student’s graduate adviser
 4. Upload to your departmental folder in Box
 5. Send an email to Graduate_Studies@utlists.utexas.edu to let us know you have uploaded a petition
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TO: Jim Cox
Associate Dean of Graduate Studies

DATE:

FROM: (Student’s Graduate Adviser)

RE: Student’s Name (Student’s EID) – one petition per student

This is an Exception Petition for the following eligibility rule(s):

1. list the ineligibility error(s) you receive when trying to assign a student to a graduate student academic job title
2. semester for the exception(s)
3. job title(s) for the student, and number of hours for each assignment
4. supporting statement for (each) exception you are requesting

If the GPA is less than the required 3.00:

1. list the GPA in the petition (i.e., 2.89)
2. list the classes the student is enrolled in for that semester
3. list the grades they know they must get for each class in order to raise their GPA
4. describe the additional advising that the student will receive to ensure that they will succeed in bringing their cumulative GPA above 3.00

If the ineligibility is that the student needs permission to teach an upper division class:

1. list the class they will teach
2. list any prior AI experience
3. provide the name of the faculty who will supervise the student

If the ineligibility is that the student will be employed over 20 or 30 hours:

1. list the current job title, and hours employed
2. list the proposed additional job title, and proposed hours
3. provide a statement of confidence that the additional hours won’t hinder the student’s progress in grad school

For students who are ineligible for Assistant Instructor positions, we will consider exceptions only to one of the requirements. If a student is ineligible for more than one reason, please do not send a petition to the Graduate School.

If the ineligibility for an Assistant Instructor position is that the student has not taken 398T:

1. confirm that the student fulfills all other requirements to serve as an AI
2. describe the student's experience as a TA, including number of semesters
3. summarize student evaluations (CIS) of the student's work as a TA
4. describe any relevant experience as a sole instructor
5. discuss any pedagogical training the student has received
6. include any faculty recommendations (e.g., in the form of statements attesting to the student's teaching abilities)

If the ineligibility for an Assistant Instructor position is that the student does not have TA experience or one year teaching experience in an accredited college or school:

1. confirm that the student fulfills all other requirements to serve as an AI
2. describe any experience similar to what the student might have had as a TA
3. describe any relevant experience as a sole instructor
4. include any faculty recommendations (e.g., in the form of statements attesting to the student's teaching abilities)

If the ineligibility for an Assistant Instructor position is that the student does not have a Master's degree or 30 hours of graduate coursework:

The Graduate School prefers that programs do not request exceptions to this requirement. If you do, please include the following:

1. confirm that the student fulfills all other requirements to serve as an AI
2. describe the extraordinary circumstances that make the student qualified to hold a position as a sole instructor of a course at UT Austin despite the lack of experience as a graduate student
3. describe any relevant teaching experience
4. include any faculty recommendations (e.g., in the form of statements attesting to the student's teaching abilities)

If the ineligibility is that the student was admitted with conditions:

1. why was the student admitted with conditions?
2. what promise did your program see in the student despite the student's failure to meet certain minimum requirements, such as a 3.0 GPA?
3. what evidence do you see in the student's materials that indicates both coursework and employment will be manageable?
4. how specifically will the program advise the student to ensure the student's success?

If the ineligibility is that the student is a dual degree student:

1. list the hours the student will be taking at the other institution
2. list the hours the student will be taking at UT Austin
3. Is the student employed at the other institution?
4. What is the proposed job title and hours/week at UT Austin?

If the ineligibility is that the student is taking less than 9 hours: this is NOT petition-able
A student can be considered full-time while taking less than 9 hours ONLY if they receive permission from the Services for Students with Disabilities Office.

If the ineligibility is that the student won't be registered for the summer: please request the form from your graduate coordinator or from The Graduate School.

If you are hiring a student in a student technician job title in the summer, please provide the following:

Student Name:

Student EID:

Position: Student Technician (G0077) -- non-academic position

Hours/week:

Job description/duties:

<Signature required from student's graduate adviser>