

**Student Academic Appointment Application**

Date: \_\_\_\_\_ SID #: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Program: \_\_\_\_\_ Degree: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_

**Step 1A: Completed by the Student**  
**OTHER CAMPUS EMPLOYMENT?**

If So, Department: \_\_\_\_\_

Title \_\_\_\_\_

Percent Time\* \_\_\_\_\_

Begin and End Dates of Appointment  
 \_\_\_\_\_

\*If all appointments total more than 50%, student must file a Request for Exception Form.

**For fee remission purposes:**

Do You Pay Non-Resident Tuition?

Yes  No

Do you have a fellowship?  Yes  No

If yes, name and type: \_\_\_\_\_

Award Amount (by semester):

Fall Stipend: \$ \_\_\_\_\_ Fall Fees: \$ \_\_\_\_\_

Spring Stipend: \$ \_\_\_\_\_ Spring Fees: \$ \_\_\_\_\_

**For GSIs:**

Have you advanced to doctoral candidacy?

No  Yes Date: \_\_\_\_\_

Course Number\*\* \_\_\_\_\_

Instructor of Record: \_\_\_\_\_

\*\*If for 200 or 300 level course, GSI must file a Request for Exception Form (see instructions).

*Continued in next column*

**Step 1B. Completed by Student in Conjunction with Hiring Faculty and BSO staff**

**Appointment title:**

GSR  GSI  Reader  Tutor

Step Level # (payrate): \_\_\_\_\_

(Before holding a first GSI appointment, non-native speakers of English must pass the SPEAK test or TSE exam)

Fall Semester  Spring Semester

**Appointment Dates:**

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Percent time to be employed: \_\_\_\_\_ %

Will fee remission be covered by this appointment?  Yes  No

Non-Resident Tuition covered?  Yes  No

Approval signature of hiring faculty member:  
 \_\_\_\_\_

Fund Source/ Chart string:  
 \_\_\_\_\_

Budget Assistant Initials: \_\_\_\_\_

**Step 2. To Be Completed by Student**

Current GPA \_\_\_\_\_

# of "I" Grades\* \_\_\_\_\_

\*attach memo w/plan for completing "I" grades

Registered for term of appointment? \_\_\_\_\_

Number of units enrolled (12 min): \_\_\_\_\_

On schedule (Normative Time)?  Yes  No

See url:

<https://gse.soe.berkeley.edu/admin/sas/studentstatus.html>

**Step 3. To Be Completed by GSE Student's Faculty Adviser**

\_\_\_\_\_  
 Faculty Adviser Approval Signature  
 (or attach email approval if unavailable)

**Student Academic Appointment Application**

Name: \_\_\_\_\_ SID: \_\_\_\_\_

**Instructions:** The hiring unit should complete this form and obtain the student’s signature in the box below. The student’s signature indicates an understanding of the policies governing this appointment. This form is subject to audit and must be maintained by the hiring unit for the period of the appointment. For additional information about graduate student appointments, see the Graduate Division’s web site: [http:// www.grad.berkeley.edu/appointments/index.shtml](http://www.grad.berkeley.edu/appointments/index.shtml)  
*(Office use: Do not send this form to the Graduate Division)*

• **GSR Appointments**

<i>Office use only:</i>			
<b>Title Code:</b>	<input type="checkbox"/> 3266 No fee remission	<input type="checkbox"/> 3276 Partial fee remission	<input type="checkbox"/> 3282 Full fee remission
			<input type="checkbox"/> 3284 Full fee remission & nonresident tuition

During the period of appointment the student must:

- have a GPA of at least 3.1
- have no more than 2 incompletes in upper division or graduate level courses
- be registered and enrolled in a minimum of 12 UNITS
- submit time records that reflect the appropriated percentage of effort through the semester appointment
- plan and report absences consistent with hiring unit policy

If the appointment exceeds 50%, a Request for Exception form must be submitted.

• **Reader/Tutor Appointments**

<i>Office use only:</i>		
<b>Title Code:</b>	<b>Reader:</b>	<b>Tutor:</b>
	<input type="checkbox"/> 2850	<input type="checkbox"/> 2860
	<input type="checkbox"/> 2851	<input type="checkbox"/> 2861

Is this appointment a 200-level course?  Yes  No  
 If yes, a Request for Exception form must be submitted.

Current student status in not a requirement to hold either a Reader or Tutor appointment.  
 However, all appointees must:

- Have taken the course and received a grade of “B” or above
- Have a GPA of 3.0 in previous academic work

If the appointee is currently a graduate student, he or she must also meet the criteria listed above under GSR appointments.

I have read and/or been informed about the guidelines and policies governing this academic appointment. To the best of my knowledge, I meet the criteria for this appointment.	
_____	_____
Student signature	Date