

Graduate College- Justification Waiver Request Form - for continuing graduate assistantships for underperforming graduate students

For Graduate students who have not maintained a 3.0 GPA during any semester while working as a Graduate Assistant, the Graduate College will approve a single semester grace period to continue the Graduate Assistantship, so long as we receive a departmental request for continuation. For our records and for the benefit of the student, please provide the following:

1. A statement from the department explaining why this student should continue in an assistantship when other better performing students might be offered that position. In the case of teaching appointments, the justification should include how the department will ensure that undergraduates are best served by this appointment.
2. A statement from the student explaining how they will balance their assistantship responsibilities with their academic ones, especially considering the critical need to improve their performance in order to return to good standing.
3. A **Mentoring Plan** (1-2 pages) that clearly outlines steps the department will take to mentor the student to facilitate improvement:
 - a) Dates of obligatory student/faculty advisor meetings.
 - b) Date of a mid-semester report from all course instructors about student progress. It is the responsibility of the mentor to secure this information and report it to the program's director of graduate studies and department head.
 - c) A list of additional resources that the program will provide to help support this student's success (study guides; peer mentoring; workshops, etc.)
 - d) A clear list of expectations and benchmarks for the student and program to judge the student's satisfactory progress over the next semester. **IMPORTANT NOTE:** these expectations should *not* simply be final grades. Final course grades are not acceptable benchmarks because they come too late to be useful in providing remediation to the student. Among other things, benchmarks could include grades on midterms, presentations given during the semester, quiz results, evaluations of student, participation in seminars, journal clubs or colloquia, etc. ***The benchmarks must include evaluation of significant academic work done during the semester or the waiver will be denied.***
 - e) Any additional remediation the student is expected to achieve in order to meet satisfactory academic progress in the next semester.
 - f) Confirmation (see following sheet) that the student understands that he or she must earn a 3.0 GPA to be eligible for future assistantship appointments.

Complete and attach the following course list and signature page and include it along with the statements.

Proposed Course List. List all the courses that this student will take in the next semester and indicate the minimum grade the student must achieve to make satisfactory academic progress in the program. **NOTE:** The total graduate GPA for the student at the end of the next semester must be 3.0. If it is mathematically impossible for the student to achieve this GPA within one semester, then this petition will be denied.

