

**UNIVERSITY OF KENTUCKY GRADUATE SCHOOL  
REQUEST FOR EXCEPTION TO GSAS BUSINESS  
PROCEDURES**

1. Exceptions cannot be granted for laws, contract provisions, or restrictions imposed by donors and sponsors.
2. Fill out form completely, attach documentation (if applicable), and obtain required signature(s).

Once form is complete, please send via email to [GSAS@uky.edu](mailto:GSAS@uky.edu)

---

**Date:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_

**Department #:** \_\_\_\_\_

**Assistantship Type (TA, RA, or GA):** \_\_\_\_\_

**WBS Element (if applicable):** \_\_\_\_\_

**Cost Center:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**UK Student ID:** \_\_\_\_\_

**Justification for Request (explain why exception should be granted/why policy was not followed):**

---

**Contact Information:**

GSAS Enterer:

Email Address:

Phone Number:

**Approval(s):**

Business Officer (signature):

(printed)

Date

DGS (signature):

(printed)

Date