

Step-by-Step Guide

ASE Quarters 13-15 Exception Requests

Please note that this request should ONLY be made if you have advanced to doctoral candidacy. Once these materials have been gathered, submit to Esther Blair at eblair@polisci.ucla.edu.



What do I need to
receive chair approval
and be able to teach?

Information that you are making normal degree progress regarding GPA, doctoral written qualifying exam, ATC (where appropriate), and completion of degree.

Statement from student and department on how further appointment to apprentice teaching title will benefit your training and education.

Your projected curricular program from time of request for exception to the end of your degree.

Explicit assurance that further appointment to an apprentice teaching title will NOT lengthen your time to degree.

A list of what classes you taught, their instructors, and the term you taught them in.

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