

Dear Petitioner,

The objective and function of UCI Graduate and Family Housing is to provide on-campus housing for full-time students. Exceptions petitions are intended to offer temporary relief and support students while they continue their academic pursuits during an unusually stressful period. They also allow students to explore intellectual, financial or career opportunities in advancement of their educational goals. Consequently, they are reserved for truly extraordinary circumstances and are reviewed on a case by case basis.

To submit an exceptions petition, you must include the following as it pertains to your request:

- A letter explaining why you are requesting an exception to the Graduate and Family Housing policy.
- Any applicable documentation supporting the reason for the request. Examples include financial and medical documentation (i.e. a doctor's note, financial aid paperwork), withdrawal or leave of absence forms with the appropriate signatures, a letter from your advisor, fellowship acceptance letters, etc.
- If you are an international student, please attach your I-20.

The Exceptions Committee meets on the first and third Thursday of each month. Petitions must be submitted by 11:00AM on the Wednesday prior to the next meeting in order to be reviewed. In the event the Committee has additional questions, be certain that you have completed the top portion of petitioner's profile page and have included a telephone number and email address where you may be reached. Please be aware that an incomplete submission **will** delay the review process. Once your petition has been thoroughly reviewed, you will be notified of the decision by email within three to five business days.

ALL petitions must be submitted directly to gfhassign@uci.edu or the Assignments Service Center at 7000 Palo Verde Road. Please contact one of the individuals below if you have additional questions.

Sincerely,

Jose Sanchez
Associate Director of Community Assignments
Verano Place Housing
Direct telephone line: (949) 824-8396
Direct email: joseas2@uci.edu

Kerri E. Sherwood
Associate Director of Residential Life
UCI Graduate and Family Housing
Direct telephone line: (949) 824-1324
Direct email: sherwook@uci.edu

Donna Nguyen
Associate Director of Community Assignments
Palo Verde and Campus Village Housing
Direct telephone line: (949) 824-8665
Direct email: donnan4@uci.edu

EXCEPTIONS PETITIONER PROFILE

PETITIONER'S CASE NUMBER: _____ STUDENT ID#: _____ DATE: ____/____/____ PETITIONER'S NAME _____ (Last) _____ (First) _____ (M.I.)

Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Telephone #: (____) _____ UCI Email: _____

Reason for the Request: _____

Where do you live: Palo Verde Verano Place Campus Village

Domestic Status:

- Single
- Single w/Children
- Married
- Married w/Children
- Domestic Partner
- Domestic Partner w/Children
- Extended Family

Class Level:

- Freshman
- Sophomore
- Junior
- Senior
- Graduate
- MD
- JD
- Other: _____

Primary Academic Field of Study: (select one only) # _____

- 1) Biological Sciences
- 2) School of Medicine
- 3) Engineering
- 4) Fine Arts
- 5) Paul Merage School of Business
- 6) Humanities
- 7) Information & Computer Sciences
- 8) Physical Sciences
- 9) Social Ecology
- 10) Social Sciences
- 11) Teachers Education
- 12) Interdisciplinary
- 13) U.A./Undeclared
- 14) Law School

Are you an international student (Non-U.S. resident, attending UCI on a student visa?) Yes No

If yes, what country are you from? _____

NOTICE OF VOLUNTARY INFORMATION

The purpose of this form is to obtain demographic information. University policy authorizes maintenance of this information. Furnishing this information is voluntary. There is no penalty for not completing this form. You have the right of access to this record. The official responsible for maintaining this information is: Kerri Sherwood, Associate Director of Residential Life, Palo Verde Graduate and Family Housing.

EXCEPTIONS DATABASE TRACKING SYSTEM - FOR COMMITTEE USE ONLY:

1. Is the petitioner a GFH resident? Yes No If no, what is student's waitlist application date: ____/____/____
If resident, has she/he had a previous exception? Yes No
If yes, number, type(s), & decision(s): _____
2. Rent status: Current Not Current NA **Rent Notes:** _____
3. Contract Type: LEASE ENDING JUNE 30th
4. Move-in date to Graduate & Family Housing: _____ LOS expires: _____

DATABASE EXCEPTION REQUEST CODE: _____

COMMITTEE'S DECISION (Circle): *Approved(1) Partially Approved (2) Provisionally Approved (3) Denied (4) Withdrawn (5) Send to Lisa(6)*

DECISION RATIONALE (Circle): *Academic(1) Emotional(2) Family Emergency(3) Financial(4) Medical(5) Not Exception(6) Other(7)*

DECISION NOTES - PLEASE SPECIFY IF RATIONALE IS "OTHER": _____

ACADEMIC DEPARTMENT COMMUNICATIONS/NOTES: _____

OTHER DEPARTMENT(S), AGENCY COMMUNICATIONS/NOTES: _____