

Exception Request (Alternative Criteria) Form Cover Sheet

Date: _____

Department/College Requesting Exception: _____

Contact person for Exception: _____

Exception for (name of candidate): _____

Specific Field or Course(s) for which the exception applies: _____

Attached to this form:

- ____ Course(s) Syllabi (if applies)
- ____ Transcript verification form
- ____ Program Head letter of support
- ____ Copy of the candidate's transcript (**Please send the original/official transcript to HR**)
- ____ Copy of the candidate's CV
- ____ Verifiable documentation that supports each credential or experience worthy to be considered cause for the exception.

For graduate teaching only: Graduate Faculty Nomination process has been initiated.

Please attach copy of the submission email.

Program Curriculum Committee

____ Exception accepted on _____ (date) for _____ length of time
Needs to be reviewed again before _____ Semester
(grad school requires within first 7 years)

____ More information needed (specify what is needed):

____ Exception denied

Provost Office

- ____ Accept the program curriculum committee decision
- ____ Return to program curriculum committee (additional information attached)
- ____ Request a second opinion from Faculty Senate

Faculty Senate (if requested)

____ Exception accepted on _____ (date) for _____ length of time
Needs to be reviewed again before _____ Semester

____ Exception denied

Provost Office

____ Approved to teach undergraduate courses until _____ _____ Denied