## **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.
<b> For graduate teaching only:</b> <u>Graduate Faculty Nomination</u> process has been initiated Please attach copy of the submission email.
Program Curriculum Committee Exception accepted on (date) forlength 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) forlength of time Needs to be reviewed again before Semester Exception denied
Provost Office Approved to teach undergraduate courses until Denied