**Exception Request 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

\_\_\_\_ Copy of the candidate’s CV

\_\_\_\_ Verifiable documentation that supports each credential or experience worthy to be considered cause for the exception.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Curriculum Committee**

\_\_\_\_ Exception accepted on \_\_\_\_\_\_\_ (date) for \_\_\_\_\_\_\_length of time

 Needs to be reviewed again before \_\_\_\_\_\_ Semester

\_\_\_\_\_ 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 until \_\_\_\_\_\_\_\_\_

\_\_\_\_ Denied