



REQUEST FOR EXCEPTION FOR TEACHING GRADUATE COURSES

Per Graduate Council Bylaws, Article IV. Section 3D1, a 400 or 500 -level course is to be taught by graduate faculty. Should it become necessary for a non-graduate faculty member to teach a 400 or 500 -level course, this request should be directed to the Director of Graduate Studies the semester/term in advance of the course being offered. If approved, the exception is good for one year from the beginning semester. Each exception requires a separate request.

Note: For 400 level courses, a minimum of a masters degree is necessary. For 500 level courses, a minimum of a doctoral degree is required.

Instructions: Complete all fields, sign, and attach an updated copy of the non-graduate faculty member's vita including degree(s) attained. Return to the Graduate School.

Indicate semester when this exception begins: Fall Spring Summer Year _____

1. _____
Name of non-graduate faculty member Academic Unit

2. Please indicate the 400 or 500-level course to be taught by a non-graduate faculty member:

Dept. # _____ Course # _____

Course Title _____

3. Please present the rationale for the request. Explain how the non-graduate faculty member's professional experience in teaching and content area warrants this exception to the Bylaws.

Department Chair/School Director Signature

Academic Unit

Date

Director of Graduate Studies

Date

Approved Not approved