

## Exemption to Teaching Qualifications

Department chairs assigning a course to a faculty member who have not met the teaching qualifications or teaching the course as listed in the *Faculty Handbook*, must complete the “Exemption to Teaching Qualifications” form. Copies shall be retained in the Academic Department and the Academic Administration office.

<b>Name:</b>	_____
<b>Department</b>	_____
<b>Course:</b>	_____
<input type="checkbox"/> <b>Fall</b> <input type="checkbox"/> <b>Spring</b> <input type="checkbox"/> <b>Summer</b>	<b>Year:</b> _____
<b>Highest Degree Earned:</b>	_____ <b>Major:</b> _____
<b>Institution Degree Earned:</b>	_____
<b>Additional Relevant Courses Completed:</b>	_____
<b>Relevant Employment Experience:</b>	_____
<b>Relevant Licensure and Certification:</b>	_____
<b>Rationale for Exception:</b>	_____

*Attach Curriculum Vitae, transcripts and relevant documents.*

*Form will be retained in the Academic Department and the Academic Administration office after approval.*

\_\_\_\_\_  
**Departmental Chair/Program Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Academic Administration**

\_\_\_\_\_  
**Date**