

## Request for an Exception for Faculty Credentials

**TO:** Tristan Denley, Provost and VPASA

**FROM:**

**DATE:**

I request an exception for \_\_\_\_\_ (*name*) to teach  
\_\_\_\_\_ (*list the courses*) for the semester/year \_\_\_\_\_.

*According to SACS guidelines listed below, in cases where someone lacks the appropriate degree.*

*The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of all its faculty.*

An exception should be granted on the basis of (check all that apply):

- related work experiences in the field
- professional licensure and certifications
- honors and awards
- continuous documented excellence in teaching
- other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes

I provided a detailed justification below for each item checked.

- Approved
- Not approved

\_\_\_\_\_  
Tristan Denley, Provost & VPASA

\_\_\_\_\_  
Date

*Exception requests must be submitted and approved prior to scheduling the class. If this request is not approved, the above individual may not teach.*