Policy Exceptions for University Accountability

University policies are expected to be followed by all university employees. Occasionally, an exception to a university policy may be granted for good cause shown, such as unusual facts or circumstances that make adherence to the university policy impossible or impractical. No exception will be granted that may violate federal, state or local laws or regulations related to accreditation.

All exceptions to policies related to university accountability must be granted by the President. In evaluating a request for an exception to a University Policy, the following standards should be met:

* If there is any question whether the exception may implicate federal, state or local laws or accreditation, the Office of the VPAA and Office of Institutional Effectiveness must be consulted before any exception is granted.
* Exception requests should be submitted in writing, using the policy exception form, and any exceptions granted should also be in writing. Copies must be maintained by both the requestor and the individual reviewing and ruling on the request so that there is a record of the exception for precedential and audit purposes.
* An exception is ordinarily limited to the particular facts and circumstances giving rise to the request. Should the facts and circumstances indicate an issue that may recur or a broader issue, the responsible Vice President should consider revising the university policy to avoid the need for an exception on a similar issue in the future.

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| *Drafted on:*  |
| *Policy Revised:* |