ILLINOIS STATE UNIVERSITY
REQUEST FOR EXCEPTION TO GRADUATE COUNCIL BYLAWS
FOR TEACHING GRADUATE COURSES

See Article IV. Section 3D1 in the Bylaws of the Graduate School

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.

Indicate semester when this exception begins: ☐ Fall ☐ Spring ☐ Summer

Exception is good for one year from the beginning semester.

Please attach an updated copy of the non-graduate faculty member's vita including degree(s) attained. For 400 level courses, a minimum of a masters degree is necessary. For 500 level courses, a minimum of a doctoral degree is required.

_____ _____ _____
Department Chair/School Director Signature — Academic Unit — Date

_____ _____
Director of Graduate Studies — Date

☐ Approved ☐ Disapproved

Note: Requests for exception should be received the semester/term in advance of the course being offered. Each exception requires a separate request. Submit to 4040 Graduate School.

Forward the original and one copy. A copy will be returned to the department/school.