

**U Wide Form:**

UM 1762

**Rev: 7/8/2022**

**For questions contact:**

**Toni Abts**

**gspolicy@umn.edu**

**Request for Exception to Director of Graduate Studies**

**Eligibility Requirements**

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| Directions: Use this form to request approval from the Vice Provost and Dean of Graduate Education, on behalf of the Executive Vice President and Provost, to:1) request an exception to the University’s Administrative Policy: [Appointments as Director of Graduate Studies](https://policy.umn.edu/education/appointdgs) that requires the DGS be a tenure/tenure-track faculty member; and2) obtain approval to appoint a specific individual as DGS who does not meet University eligibility requirements. |

Step 1: Complete the form.

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| Name of program:          . | **College:**           |
| Explain why a tenured/tenure-track faculty member is not being proposed to serve as DGS.           |
| Name of the employee proposed to serve as DGS:           |
| Employee’s job classification:        | **Length of DGS term proposed:**         |

Step 2: Obtain required signatures.

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| Preparer (please print)            |  | Date Prepared           | Email        |
| Supervisor of proposed DGS (please print)            | Supervisor’s Signature | Date Approved           | Email          |
| Collegiate Dean\* (please print)           | Collegiate Dean’s\* Signature  | Date Approved           | Email      |

*Step 3: Submit the completed form, with the individual’s CV, to the Vice Provost and Dean of Graduate Education ℅ Toni Abts, Graduate School, at gspolicy@umn.edu.*

*Step 4: The Graduate School notifies the collegiate dean\* with questions and/or the final decision.*

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| Recommendation by the Vice Provost and Dean of Graduate EducationRecommended Not recommended  | Date       |
| Executive Vice President and Provost | Date Approved      |

\*\*or Chief Academic Officer (or designee)