



### Exception Request for a Graduate Student to Teach a Graduate Course

\*Normal policy forbids graduate students from teaching graduate courses. Exceptions can be requested as follows:

Colleges where a master’s-level professional degree is the normal terminal degree may request approval from the Vice President for Faculty Development and Advancement through the Dean of The Graduate School for doctoral students to teach in a practice-oriented master’s-level course in a specific semester under the supervision of a regular tenured or tenure-earning faculty member with graduate faculty status. The request for approval shall include (a) justification for the request, (b) details of the course, (c) full CV of the student in question, and (d) details of the supervision arrangement. Approval must be given for a specific course or courses. ([Faculty Handbook, Section 5](#))

#### Graduate Student Information

First Name	Last Name	Middle Name
EMPL ID #	Rank/ Job Code	
Department/Unit Name	College/School Name	
Academic Degree Program	Temporary Graduate Teaching Status (GTS) Requested In	Course #/ Description

\*Note: If this request is approved, the student will be awarded temporary GTS for only one semester and for the specific course(s) noted below.

#### Purpose and Justification for Request

The department/unit must provide appropriate justification for this request (attach additional pages if necessary). At a minimum, the following items must be specifically addressed for university purposes ([FSU Policy 3A-2- Policy for Credentialing Faculty Members](#)):

Explain the extenuating circumstances which led to the decision to requesting this student to teach the graduate course.

Explain the qualifications of the graduate student. Describe how the credentials of the student are appropriate in context of the graduate course and how the student has the necessary teaching experience, as well as practical/professional experience in the discipline/field. Please also note the student’s highest degree awarded (e.g., master’s, specialist, etc.), field of degree, institution where degree was conferred and conferral date.

Is your unit one in which a master's-level professional degree is the normal terminal degree? If no, please provide further explanation regarding how your request meets the requirements set forth in the Faculty Handbook.

Provide full details of the graduate course being taught and explain how the course is a practice-oriented master's-level course in accordance with policy requirements. Be sure to note the course and explain the student's role in the course.

Provide details of the faculty supervision arrangement. Under university policy, the student must be under the supervision of a regular, tenured or tenure-earning faculty member with Graduate Faculty Status (GFS). Note the name of the faculty member who will be supervising the student. Verify that this faculty member will be the official Instructor of Record (IOR) for the graduate course.

Describe how the graduate student will be able to perform additional instructional responsibilities without impacting time-to-degree and progression in the graduate program. If doctoral, please indicate if the student has passed the preliminary exam and is admitted to candidacy.

Verify that the student will **not** be teaching any of his/her peers in the graduate program and that no conflict of interest exists that would affect student evaluation.

**Approval:** Print name/sign and be sure to attach the student's CV/resume to this form. If approved, the graduate student should be appointed under the M9184 job code and receive a faculty courtesy appointment (e.g., H9004, H9060, etc.). Furthermore, it is advised that the graduate student be listed as the PI and the supervising faculty member be listed as the official IOR for the graduate course in Student Central.

**Department Chair/Unit Head:** \_\_\_\_\_ Date:

**Academic Dean/Director:** \_\_\_\_\_ Date:

**Dean of the Graduate School (or designee):** \_\_\_\_\_ Date:

**VP for Faculty Development and Advancement:** \_\_\_\_\_ Date: