

# HUCK-AD-F001: Request for Policy Exception or Exemption



**PennState**  
Huck Institutes of  
the Life Sciences



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## 1.0 Purpose

The purpose of this form is to request an exception or exemption from a formally adopted policy of The Huck Institutes of the Life Sciences. This form must be completed and signed before such exception or exemption can be binding.

It is important to note:

- Only in rare circumstances will exceptions or exemptions be granted.
- Exceptions or exemptions will be reviewed each calendar year unless otherwise noted.
- Full documentation is required for all requests and any failure to provide documentation will result in an automatic denial.
- Decisions will be made within 1-2 weeks of submittal.

## 2.0 Instructions

Complete this form ***in its entirety***, sign and return it to the Huck department responsible for the policy. A list of departments is listed below. Attach any additional information to the form upon submission.

## 3.0 Huck Departments

- AD - Administration
- FC - Facilities
- GR - Graduate Programs
- IT - Information Technology
- RI - Research Instrumentation

## 4.0 Form

The form needed to request an exception or exemption from a formally adopted policy begins on the next page.

Visit the Huck Institutes of the Life Sciences on the web at <http://www.huck.psu.edu>.

*This publication is available in alternative media on request.*

*The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status and retaliation due to the reporting of discrimination or harassment. Discrimination, harassment, or retaliation against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Tel 814-863-0471/TTY.*



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**Requestor contact information**

Name and Title	Phone	Email

**Principal Investigator (PI) or Director contact information**

Name and Title	Phone	Email

**Policy you are requesting an exemption or exception from**

HUCK-

**Request information**

**Describe mitigating factors to reduce potential risk**

**Time period for exception**

*(Maximum 12 months for initial exception approval. Extensions must be filed separately.)*

Start Date	End Date

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As principal investigator or director of the applicant, I assure that the information contained in this form is complete and correct. I have thoroughly reviewed all applicable policies and understand them as they pertain to this request.

Principal Investigator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorization of exemption or exception**

FOR HUCK USE ONLY		
Name and Title	Signature	Date

**Last Updated: 5/5/2015**

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