



# Oakland University

## Administrative Policies and Procedures

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**SUBJECT:** EXCEPTIONS TO ADMINISTRATIVE POLICIES AND PROCEDURES

**NUMBER:** 402

**AUTHORIZING BODY:** PRESIDENT'S CABINET

**RESPONSIBLE OFFICE:** FINANCE AND ADMINISTRATION

**DATE ISSUED:** OCTOBER 2007

**LAST UPDATE:** NEW POLICY

**RATIONALE:** The purpose of this policy is to provide uniform guidelines for exceptions to Oakland University (University) Administrative Policies and Procedures (AP&P).

**POLICY:** No Employee of the University shall have the authority to authorize, approve, ratify, or confirm any exception to an AP&P except as provided below.

- The President of the University or his/her designee, or the appropriate Vice President's for the AP&P's Responsible Office may approve exceptions to AP&P's. Any such designation shall be made in writing. Any approved exceptions to AP&P's must be made in writing and the reasons thereof must be documented.
- Approval of an exception shall be based upon a finding that the exception is fair, reasonable, and in the best interest of the University. Exceptions will not be granted to AP&P's that are based on Board of Trustees policy or have tax or legal implications.

**SCOPE AND APPLICABILITY:** This policy applies to all University faculty, staff and students.

**DEFINITIONS:**

**PROCEDURES:**

1. Identify the Authorizing Body and Responsible Office by consulting the on-line AP&P web site

at Return to Table of Contents.

2. Contact the President or Vice President to whom the Responsible Office reports in writing, cite the specific AP&P involved and explain all the facts and circumstances pertaining to the exception request.
3. Keep one (1) electronic or paper copy of the response granting or denying the exception, deliver one (1) electronic or paper copy to the Vice President for Finance and Administration or his/her designee and deliver one (1) electronic or paper copy to the Director of Internal Audit.

**RELATED POLICIES AND FORMS:**

**APPENDIX:**



[Return to Table of Contents](#)