Process for requesting a transcript requirement waiver request:

A Faculty member who is unable to provide a certified transcript shall make a waiver request in writing using this Transcript Waiver Request form. The request should be submitted for approval to the Chair of the department.

Once the Chair approves the request, the signed form is sent to the Department/School’s HR Representative.

The Department/ School HR Department will log and forward to the Academic Personnel Office for review, and submission to the Executive Vice Chancellor & Provost for review and approval

The Executive Vice Chancellor & Provost will respond to the Faculty member (cc Chair and HR Department/School) with notification of approval or if not approved, next actions required.

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| Date of Waiver Request: |  |
| Name of Faculty Member: |  |
| UNC PID Number: |  |
| Department and School: |  |
| School & Year Degree Conferred |  |
| Reason for Transcript Waiver Request: |  |

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| Approved by Department Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_ |
| Approved by Executive Vice Chancellor & Provost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_ |