

Division of Student Affairs  
Rationale for Hiring Freeze Exception Form

(This form must be submitted with personnel paperwork)

Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Any requests for exceptions must include the following information:

1. Specific reason for the exception, including the direct impact on core and essential business operations.

2. Show how suspending, delaying, or freezing requested action would negatively impact on essential or critical business operations.

3. Show that other methodologies and/or options have been explored and exhausted.

Department Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AVP Signature: \_\_\_\_\_

Date: \_\_\_\_\_

VP Signature: \_\_\_\_\_

Date: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_