

OAKLAND UNIVERSITY

ADMINISTRATIVE POLICIES AND PROCEDURES

402 EXCEPTIONS TO ADMINISTRATIVE POLICIES AND PROCEDURES

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:	NOVEMBER 2025
LAST REVIEW:	NOVEMBER 2025

RATIONALE:

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

DEFINITIONS:

- **One-Time Exception** – A specific, non-recurring authorization that permits a single deviation from an existing policy for a particular situation or individual. It's used for unique circumstances that don't warrant a broader policy change. This exception expires immediately after the specified event or action is complete.
- **Temporary Policy Waiver** – A temporary waiver of one or more requirements of an existing AP&P. These remain in effect until the policy can be formally reviewed through the standard approval process. This is granted when circumstances, such as an emergency or a pressing operational need, require immediate, but temporary, deviation from the current policy for a broader application.
- **Provisional Policy Approval** – A temporary authorization to implement a new policy before it completes the full approval process. These approvals are intended for urgent needs (e.g., compliance with new legal requirements, health

and safety concerns) and remain in effect for a limited period, pending formal review and approval.

POLICY:

Exceptions will be granted only in rare circumstances and must be clearly justified as fair, reasonable, and in the best interest of the University.

No individual may authorize, approve, ratify, or confirm an exception to an AP&P unless permitted under the provisions below:

- Approval authority for any exception is limited to the President, the President's designee, or the Vice President for the AP&P's Responsible Office, in conjunction with the Chair of the Administrative Council.
- All exception requests must be submitted using the AP&P Exception Request Form (see the "Related Policies and Forms" section below).

Exceptions will not be granted for AP&Ps based on Board of Trustees policy or those with tax or legal implications.

SCOPE AND APPLICABILITY:

This policy applies to all University faculty, staff and students.

PROCEDURES:**1. Identify the Authorizing Body and Responsible Office**

Consult the AP&P website to determine the appropriate Authorizing Body and Responsible Office for the applicable policy.

2. Submit a Written Request

Complete the AP&P Exception Request Form and submit it to the President or the Vice President(s) to whom the Responsible Office reports. The form must clearly identify the specific AP&P involved and describe all relevant facts and circumstances supporting the exception.

3. Transaction-Related Exceptions

If an approved exception impacts a transaction of any kind—whether financial, HR-related, or otherwise—the exception approval must be included with the transaction submission. This ensures proper documentation, supports compliance and audit requirements, and confirms that the transaction aligns with the granted exception.

RELATED POLICIES AND FORMS:

- AP&P Exception Request Form

APPENDIX: