TEXAS A&M UNIVERSITY

Consensual Relationship Request Form
Between an Employee and an Undergraduate Student

As an employee in the _____ (*Department/Division*), I, _____ *(name of employee)*, am declaring a consensual relationship as defined in System Regulation 07.05.01, *Consensual Relationships*, with (_____ (*undergraduate's name*), an undergraduate student in the _____ (*undergraduate's college of major*), who joins in this request. I am requesting an exemption for this relationship under Section 3 of System Regulation 07.05.01.

Mitigating Circumstances:
(Check all that apply)

☐ The relationship existed prior to one or both of the individuals becoming an employee or undergraduate student and/or the relationship existed prior to the August 2018 effective date of System Regulation 07.05.01.

☐ No power differential exists in the relationship that creates the potential for a conflict of interest; allegations of coercion, exploitation, and/or harassment; or allegations of favoritism and/or unfair treatment, including, but not limited to, the following circumstances:

- The employee is not in the same college as the undergraduate student's major;
- The student is not in a student-employee capacity within the same college as the employee;
- The student is not taking a class or active in any student group that the employee teaches or advises; and
- The employee is not serving in any capacity for purposes of advising, evaluating, hiring, supervising, mentoring, and/or grading the student.

☐ The employee does not have discretion over any financial support for the student through funds from grants, gifts, scholarships, or other university benefits.

☐ So long as the relationship exists, the employee agrees that a new request form will be submitted if there is a change to any of the above circumstances. Failure to do so will constitute a violation of System Regulation 07.05.01.

For any circumstance(s) not checked above, briefly describe the arrangements in place to manage/mitigate the potential for a conflict of interest or allegations of favoritism, unfair treatment and/or abuse of authority (use additional page if needed):

The rest of this form should be printed and filled out/signed by hand

The undersigned have each received a copy of System Regulation 07.05.01.

Both parties acknowledge that if either party files a complaint against the other at a later date with respect to the consensual nature of their relationship, the University will engage in a fair, impartial, and thorough investigation of the allegations. Each party's signature on the Consensual Relationship Exemption Request Form is merely one piece of evidence and is not dispositive of the consensual nature of the relationship.

Both parties are to be respectful of the demeanor that a faculty member and a student should display at any departmental or college activity.

Employee - Printed Name	Signature	Date
Undergraduate Student - Printed Name	Signature	Date

Consensual Relationship Request Decision
Office of the Executive Vice President and Provost

Approval Delegation:

The President has delegated authority for approval of exemptions under section 3 of System Regulation 07.05.01 to the Vice Presidents. The Executive Vice President and Provost has further delegated said approval authority to the Deans of the colleges or Division Heads of non-college units under the Provost's purview, provided all mitigating circumstances listed on the request form apply. In cases where any listed mitigating circumstance(s) does not apply, the Dean/Division Head may either deny outright or recommend approval to the Provost.

Employee Requesting Exemption: _____

☐ **Approved** ☐ **Denied** ☐ **Recommend for Approval**

_____
Dean or Non-College Division Head or Desginee
Printed Name

_____ _____
Signature *Date*

Provost Approval – ***Required only if any of mitigating circumstance(s) listed on the request form do not apply and the Dean/Division Head recommends approval.***

☐ **Approved** ☐ **Denied**

_____ _____
Provost Signature Date

A copy of the completed form should be sent to the Associate Vice President, Jennifer Smith, at Civilrights@tamu.edu and a copy placed in the employee's personnel file.

Consensual Relationship Request Decision
Vice Presidents

Vice President Approval– ***Required only if any of mitigating circumstance(s) listed on the request form do not apply and the Division Head recommends approval.***

Approval Delegation:

The President has delegated authority for approval of exemptions under section 3 of System Regulation 07.05.01 to the Vice Presidents. If the requestor does not verify that all of the mitigating circumstances apply, then the Vice President is responsible for ensuring that the risk of conflict of interest is further managed/ mitigated if approval is granted.

Employee Requesting Exemption: _____

☐ **Approved** ☐ **Denied**

_____
Vice President or designee
Printed Name

_____ _____
Signature *Date*

A copy of the completed form should be sent to the Associate Vice President, Jennifer Smith, at Civilrights@tamu.edu and a copy placed in the employee's personnel file.