

## GME Contract Exception Request Form

The promotion and separation process in New Innovations is automatic. In those cases where there is an exception, GME must be notified in advance so that appropriate changes can be made to the training record and personnel profile of the individual. Once all required information is completed and the form is digitally signed, save as a PDF file and email completed form [ms.gme@uth.tmc.edu](mailto:ms.gme@uth.tmc.edu). Where noted, the Texas Medical Board must be notified. Complete the attached Program Director Report and return with this form

- Name of Individual:
- Current Program in NI:

**Select the appropriate Contract Exception:**

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- Contract End Date:

**Early Promotion** (Note: The Texas Medical Board must be notified.)

- Effective Date:
- New Level:

**Early Termination** (Note: The Texas Medical Board must be notified.)

- Effective Date:

**Transfer to New Internal Program** (Note: The Texas Medical Board must be notified.)

- Effective Date:
- New Program:

**Promotion to Faculty upon Graduation**

- Effective Date:
- Faculty Program in NI:



- Name of person completing form:
- Name of Program Director approving form:

Signature of person approving form: (Double-click signature box)

Program Director

