Policy Exception Request Form

Use this form to request policy exceptions and document final approval or denial of the request.

Requestor: (Individual initiating the request)
1. Complete the form and save it.
2. E-mail the completed form to your manager for approval.

Requestor's Manager:
1. Review the policy exception request.
2. If denied, inform the Requestor.
3. If approved, e-mail your approval statement with the form attached to the office president for approval.
4. Inform the Requestor of final approval/denial by the Office President.

Office President:
1. Review the policy exception request approved by the Requestor's Manager.
2. E-mail your approval or denial statement with the form attached to the policy exception administrator and the Requestor's Manager.

Policy Exception Administrator:

File the form and the final approval/denial decision in the policy exception request log.

IMPORTANT:
- Policy exceptions will NOT be renewed automatically.
- To renew a policy exception, the Requestor must submit a new exception request before the original granted policy exception expires.

Date of Request:		Request Type:	New ☐ Renewal ☐

REQUESTOR INFORMATION	
Requestor's Name:	

EXCEPTION INFORMATION	
Policy or policies affected (mandatory field):	
Application Name (if applicable):	
Exception(s) requested:	

Reason for exception(s):
Impact if the exception is denied (customer, hardware, software, business process, etc.):
Remediation plan to eliminate the need for exception(s) in the future:
Duration of exception-If approved, the exception will expire in
☐ 1 month   ☐ 6 months ☐ 3 months   ☐ 12 months
Estimated remediation date:

APPROVAL INFORMATION
Name of Requestor's Manager approving exception:
Type Name: *Type Approval Date:*
Name of Office President reviewing exception:
Type Name: *Type Approval/Denial Date:*
☐ Approved   ☐ Denied
I certify I have the proper authority to approve this request. I understand that approvals granted by unauthorized personnel may result in disciplinary actions up to and including termination.

Use only if approved

- - - POLICY EXCEPTION ADMINISTRATOR USE ONLY - - -	
Date Received:	
Date Approved:	
Approved By:	
Expiration Date:	
Date to Review:	
Processed By:	

Use only if denied

- - - POLICY EXCEPTION ADMINISTRATOR USE ONLY - - -	
Date Received:	
Date Denied:	
Denied By:	
Processed By:	

Revision History

Version Number	Revised Date	Effective Date	Approved By	Brief Change Summary