



UTIA IT0302F - INFORMATION TECHNOLOGY POLICY EXCEPTION REQUEST FORM

Effective: April 17, 2017

Last Reviewed: April 01, 2019

Last Updated: March 15, 2018

This form is to be used in conjunction with the [UTIA IT0302 – Information Technology Formal Exception Policy](#). Please review the policy in its entirety, and then complete the form. Please use as much space as necessary to complete the form, giving as many details as possible. Once the form has been completed, please email to Sandy Lindsey, University of Tennessee Institute of Agriculture (the Institute) Chief Information Security Officer (CISO), at sandy@tennessee.edu.

Name of the Institute’s IT policy and/or procedure with which you are requesting exception:

1. Please describe the business process related to the exception and who it impacts.

2. Please describe in detail the reason for non-compliance.

3. Please give the business justification for non-compliance.

By signing this form, you understand that you are responsible for making the necessary changes required to be compliant with the Institute IT policy or procedure for which you are requesting temporary exception. The information you have provided will be reviewed and a decision will be provided to you in writing. You are not guaranteed an exception.

You also understand that by signing this form, you are accepting any risk associated with being non-compliant. Any compromise or breach that occurs due to non-compliance will be the responsibility of the department. This includes fines or other costs that may be incurred.

Once you and your Director/Department Head have signed the form, please forward to the Institute's Chief Information Security Officer for review.

Requester (print name)	Title
Requester Signature	Date
Director/Department Head (print name)	Title
Director/Department Head Signature	Date
Sandra D Lindsey, UTIA CISO (Initial Review)	Date
Dean (print name)	Title
Dean Signature	Date

Status of Request

You have been

___ Denied for exception

___ Approved for exception

Date of expiration _____

Date of follow-up review _____

based on the information described in this document.

Reviewer's Comments:

Name	Title	Signature	Date
Sandra D. Lindsey	Chief Information Security Officer, UTIA		