



Office of  
Information  
Technology

## IT STANDARD EXCEPTION REQUEST FORM

Effective Date:	Pending Approval
Revision Date:	September 13, 2010
Review Date:	Draft
Version:	2.00
Contact:	Director of IT Privacy and Cybersecurity Compliance

**Complete this form per instructions on page 2. If more space is required, attach a separate sheet.**

Date Submitted: \_\_\_\_\_  
Requestor's Name: \_\_\_\_\_  
Requestor Group: \_\_\_\_\_

For which standard is an exception being requested?

List the specific portion(s) of the standard for which the exception is being requested.

Describe in detail why this exception is being requested and what alternatives have been considered.

What is the period of time for which this exception is being requested?

What is the impact if the exception is not approved?

Who will you notify of this exception?

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Summary of Final Decision Pending CIO Signature (Proposed actions with risk mitigation)

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**Signatures:**

Requestor

Date:

Requestor Manager

Date:

Requestor Administrator

Date:

Manager/Administrator Responsible for Compliance to Standard

Date:

Chief Information Officer

Date:

**IT Standard Exception Request Instructions**

Upon identification that an exception to an IT Standard is required, follow the steps outlined below. Both email confirmation or manual signatures are acceptable.

1. Prior to asking for an exception, discuss the consequences of the exception action, alternatives to the action, and any required contingency plans with appropriate OIT personnel and management. If possible, select an alternative approach that complies with the IT standard. Only if no alternatives can be identified or implemented, complete this exception form.
2. Review the form with your OIT Manager and receive signature approval to proceed with the exception action. Include the OIT Manager responsible for compliance to the excepted IT Standard if necessary.
3. Review the completed form with your OIT Administrator and receive signature approval to proceed with the exception action. Include the OIT Administrator responsible for compliance to the excepted IT Standard if necessary. This role is identified as the Contact on the standard in question.
4. When the form is completed with all but the CIO approval signature, email or send the completed form to the Director of IT Privacy and Cybersecurity Compliance who will meet with the CIO for signature approval. All involved parties will be notified of any additional action or involvement that is required to further discuss alternatives or approve the exception.
5. Upon CIO approval, all participating parties will be notified and completed paperwork retained by the Records Management office. Security related exceptions will also be distributed to the Manager of IT Security.
6. The exception requestor should then notify all other appropriate persons regarding the approved exception or alternative solution.