

Student Affairs Technology Policy

Title	Exception Policy	Approved Version	1.0
Reference	Exception Request procedure	Next Review Date	June 2016
Owner	Vice President Division of Student Affairs	Date of Publication	September 2015

Policy
<p>All requests for an exception from or to any existing Division of Student Affairs policy or standard will comply with the Exception Request procedure. Exceptions that are granted are limited to the person(s) approved, as noted in the request, and will not be transferred to anyone else without a new request.</p> <p>This policy is not intended to nor will supersede in part or whole any policy of the Office of Information Technology.</p>

Purpose and Description
<p>This is to provide visibility, accountability, and tracking for all exceptions that are requested or made to accommodate conditions or needs that fall outside of established standards. Requests will be reviewed and approved or rejected by both the manager of the person(s) making the request and the manager responsible for the system or standard that will impacted. Approved exceptions will be reviewed on a regular basis and changes or adjustments to existing policies or standards, that are warranted, will be submitted to the leadership team for approval.</p> <p>The Exception policy is intended to ensure deviations from established standards are valid not to restrict anyone’s ability to perform required tasks.</p>