



**Sam Houston State University**

*A Member of The Texas State University System*  
Division of Information Technology Services

**IT@Sam Policy Exception**

Exception Request	
Requestor Name and Department:	Date Requested:
Policy Reference: (Which Policy, section and verbiage are related to the exception)	
Exception Requested: (A detailed explanation of the exception being requested)	
Business Justification:	
Identified Risks: (Describe the potential risks to the environment in allowing this exception)	
Duration / Expiration of Requested Exception:	
Requesting Department Head Approval: (Name and Title)	Date:
Exception Approval	
Exception Granted (Yes/No): (Include reason for decision)	
IT@Sam Approval: (Name and Title)	Date:

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