

Exception Request for Committee on Information Technology Policies or Standards - Version 03

This form provides COIT with the information needed to analyze requests for exceptions to COIT policies, standards, procedures or approved products.

The exception request process is as follows and typically takes 30-60 days;

- The requesting department must fill out the COIT Policy Exception Request form and submit it to the Director or Chair of COIT.
- The Department of Telecommunications and Information services will meet with the requesting department to discuss technical aspects of the request.
- The exception request will be scheduled for discussion and action at one of the COIT Subcommittee's by the Director or Chair of COIT.
- The recommendation by the COIT subcommittee will be reported to COIT by the Subcommittee Chair.

Title:

Enter the name of the existing policy, standard, procedure for which the exception is being requested.

Department Contact Information:

Name

Title

Department

Telephone number

E-mail

Date of Request: ____/____/____

Urgency of Request:

(Are there any specific dates that affect this request?)

Please provide the following information. The responses can be as long as needed. Additional information can be attached and referenced.

1. Identify the specific elements of the policy or standard from which the organization is requesting an exception.

Enter text here.

2. Provide a description of the proposed solution or technology that is being requested, including technical details.

Enter text here.

3. Explain why the policy or standard exception is needed and the consequences if the exception is not approved.

[Enter text here.](#)

4. Describe the financial impact to the department if the exception is granted and if not granted?

[Enter text here.](#)

5. Explain why is it in the best interests of COIT to grant the exception?

[Enter text here.](#)

6. Describe how granting, or not granting, the exception impacts the agency IT plan.

[Enter text here.](#)

7. Describe how granting, or not granting, the exception impacts the organizations policies, standards, procedures, guidelines, finances, etc.

[Enter text here.](#)

8. Provide supporting financial information of what this exception will cost both as one charges and annual ongoing operating expenses.

[Enter text here.](#)

DTIS:

Comments and recommendation.

DTIS Contact Information:

Name

Title

Telephone number

E-mail

Date of Review: ____/____/____

Urgency of Request:

(Are there any specific dates that affect this request?)

Committee on Information Technology Subcommittee:

Comments

Recommendation

Subcommittee Chair Contact Information:

Subcommittee Name

Subcommittee Chair

Department & Title

Telephone number

E-mail

Date of Review and Action: ____/____/____

Committee on Information Technology:

Comments

Date: ____/____/____