

For Information Security Office Use Only				
Exception number	Date Received	Submitter	Organization	Relevant Standard

Confidential (when completed)
 Submit completed form to infosec@rit.edu
 Attach additional pages as needed.



RIT Information Security Office
 Ross Building 10-A200
 585-475-4122 (p)
 585-475-7920 (f)

EXCEPTION REQUEST FORM

Requestor's Name:

Date:

Requestor's Phone Number:

Requestor's Email Address:

Standard for which an exception is being requested:

Organization and Scope for which an exception is being requested:

Description of the non-compliance (i.e., description of the situation that is to exist if an exception is granted. Please be specific.):

Proposed assessment of risk associated with non-compliance:

Proposed plan for managing the risk associated with non-compliance:

Additional Information (attach additional pages if needed):

Anticipated duration (length of time) for the Exception (2-year maximum):

Endorsement of request by Information Trustee (Dean/VP) (An email from the Information Trustee is acceptable):

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Approved	Denied	More information requested	Information Security Office Signature	Date
Comments (including Risk Weighting):				