

**NOVA SOUTHEASTERN UNIVERSITY**  
**SECURITY POLICY EXCEPTION REQUEST FORM**

Complete this application with all required information and email to [infosec@nova.edu](mailto:infosec@nova.edu). This exception request application is subject to final approval by OIIT-Information Security, CIO, and Internal Audit. Upon approval, exceptions will remain in force for a maximum of one year and are eligible for review on an annual basis.

**CONTACT INFORMATION:**

---

*Requestor Name*

*Department*

---

*Email Address*

*Extension*

---

*Department Head*

**POLICY INFORMATION:**

***Indicate the Policy you are requesting an exemption from:***

---

*Justification for policy exception request:*

---

---

---

---

*Applications/systems/networks to which this exemption will be applied:*

---

---

---

---

*Requested Time Period:*

_____ <b>Days</b>	_____ <b>Months</b>
-------------------	---------------------

*Please note: Maximum 12 months for an initial policy exception. A mandatory review will be conducted thereafter to determine if exception renewal is granted.*

**Signatures:**

---

*Requestor* *Date*

---

*Department Head* *Date*

---

*OIIT – Information Security* *Date*

Exception policy provisions, if required (**Information Security use only**)

---

---