

Student Affairs Technology Policy

Title	Exception Policy	Approved Version	2.0
Reference	Exception Request procedure	Next Review Date	June 2026
Owner	Vice President Division of Student Affairs	Date of Publication	June 2025

Policy

All requests for exceptions to existing Division of Student Affairs policies or standards must follow the established Exception Request Procedure. Approved exceptions are granted only to the specific individual(s) named in the request and may not be transferred or extended to others without submission and approval of a new request.

This policy does not supersede, in part or in whole, any policies or procedures established by the Office of Information Technology (OIT). It is intended to complement university-wide governance processes while addressing the operational needs of the Division of Student Affairs.

Purpose and Description

The purpose of this policy is to ensure transparency, accountability, and effective tracking of all exceptions requested to accommodate needs that fall outside established policies or standards.

Exception requests will be reviewed and either approved or denied by both the requestor's manager and the manager responsible for the affected system or standard. Approved exceptions will be subject to periodic review. When appropriate, recommendations for changes or updates to existing policies or standards will be submitted to the leadership team for consideration and approval.

This Exception Management Policy is intended to validate and document necessary deviations from established standards, not to hinder the ability of individuals to perform their responsibilities.