

Clarendon College
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 the reason for the decision)	
CC ISO Approval: (Name and Title)	Date: