

University of Tennessee Institute of Agriculture: UTIA IT0302F - Information Technology Plan Exception Request Form	
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Version: 3.0	Effective Date: April 17, 2016
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This form is to be used in conjunction with the [UTIA IT0302 – Information Technology Formal Exception Plan](#). Please review the plan in its entirety, and then complete the form. Please use as much space as necessary to complete the form, giving as many details as possible. Once the form has been completed, please email to Sandy Lindsey, University of Tennessee Institute of Agriculture (UTIA or Institute) Chief Information Security Officer (UTIA CISO), at [sandy@tennessee.edu](mailto:sandy@tennessee.edu). Should you have questions about anything you are being asked on this form, please email Sandy.

**Name of the UTIA IT Security plan and/or procedure from which you are requesting exception.**

- 1. Please describe the business process related to the exception and who it impacts (i.e., name of Group, Department, Unit, etc.).**
- 2. Please describe in detail the reason for non-compliance.**
- 3. Please give the business justification for non-compliance.**
- 4. Please give the computer's hardware (MAC) address for both wired and wireless network interface cards.** (To get this, open a command prompt and type in `ipconfig/all`. Please include all the "Physical Address" listings that you see. There is one for each type of network card in the computer.)



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**10. Provide any additional information that may support the need for a temporary exception:**



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By signing this form, you understand that you are responsible for making the necessary changes required to be compliant with the UTIA IT security plan or procedure for which you are requesting temporary exception. The information you have provided will be reviewed and a decision will be provided to you in writing. You are not guaranteed an exception.

You also understand that by signing this form, you are accepting any risk associated with being non-compliant. Any compromise or breach that occurs due to non-compliance will be the responsibility of the department. This includes fines or other costs that may be incurred.

Once you and your Director/Department Head have signed the form, please forward to the UTIA CISO for initial review.

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Requester (print name)

Title

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Requester Signature

Date

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Director/Department Head (print name)

Title

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Director/Department Head Signature

Date

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Associate Vice Chancellor for Business & Finance (print name)

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Associate Vice Chancellor for Business & Finance Signature

Date

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Dean (print name)

Title

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Dean Signature

Date

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## Status of Request

You have been

Denied for exception

Approved for exception

Date of expiration \_\_\_\_\_

Date of follow-up review \_\_\_\_\_

based on the information described in this document.

UTIA CISO's Comments:

Name	Title	Signature	Date
Sandra D. Lindsey	Chief Information Security Officer, UTIA		