**South Plains College**

**SPC 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 reason for decision) | | |
| SPC ISO Approval:  (Name and Title) | | Date: |