**South Plains College**

**SPC Policy Exception**

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| **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: |