Exception Request Form: Open Computer Lab & Technology Classroom Policy

Instructions: Fill out all applicable portions of this form and fax to the KSU Information Security Office (ISO) at 470-578-9051. Attach additional sheets as necessary. **Form must be re-submitted for each semester.**

List the room(s) which is to be unlocked, or open without a KSU employee supervising, along with the requested times:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Briefly describe how the policy could be modified to meet your needs, while maintaining asset security (optional):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

I have reviewed and understand the Kennesaw State University Open Computer Lab & Technology Classroom Policy, available at https://policy.kennesaw.edu/. In the event of property loss relating to the requested policy exception, I assume responsibility for the affected lab and/or classroom including all technology replacement costs.

Name (print):_________________________________________________________

Title:_________________________________ Date:__________________________

Signature:________________________________________________________________________

College:_____________________________________________________________________

Dean of College Signature:__________________________________________

_____________________________________________________________________

INTERNAL USE ONLY

Received on:______________________
Reviewed by:______________________ Title:______________________________
Notes:_____________________________________________________________________
_____________________________________________________________________
ISO Staff Signature:___________________________ Date:____________________