



Office of the Vice President for
Operations / CIO

Information Security Office

**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: _____