

Instructions for submitting Policy Exception Form

- 1. Access Policy Exception Form here:
- 2. Enter all signing authority's information
- Starting with Initiators Information this will be whomever is completing the form.
 *Note: after the initiator receives the link, they will be able to enter the details of the Policy Exception Form



4. Signatures for CBA/DBA will follow – CBA/DBA will review the information for accuracy.

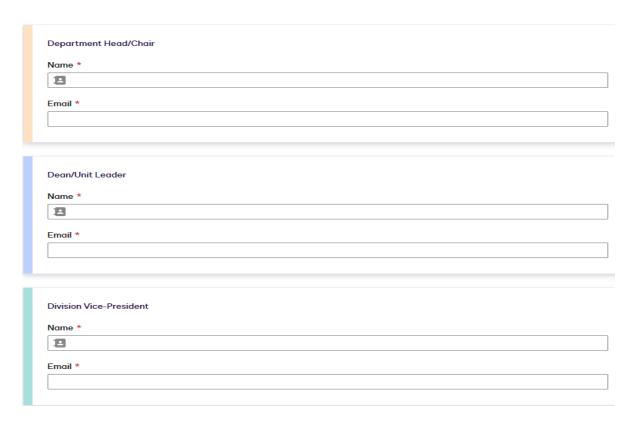


5. Signature for Associate VP Business Operations will follow – AVP will review the request, assign a control number, provide recommendation.



6. Remaining signatures will follow – Department Head/Chair, Dean/Unit Leader, Division Vice President





7. Signature for Vice President of Administration and Finance will follow – VP of A&F has the final authority to approve policy exception requests



8. Information for Business Operations will auto populate



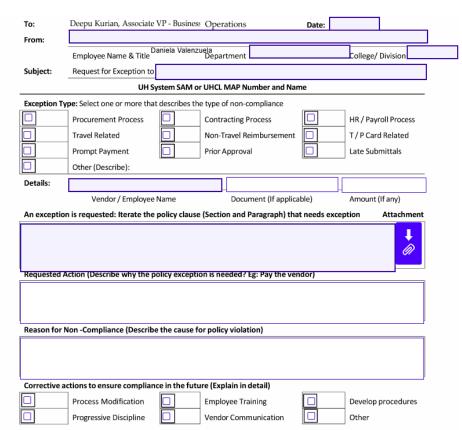


9. Initiate form by clicking on Begin Signing



10. Initiator fills out all blanks and department information – NOTE: Attachments are required

Please make sure to include the policy clause that needs exception and as much detail as possible to describe the policy exception requested in the boxes provided.





11. DBA/CBA will review the information for accuracy and print and sign name

College / Division Administrator Reviews		
	Name	Signature

12. AVP will sign with their approval, assign a control number and add any comments if desired

POLICY EXCER	PTION MEMORA	NDUMV.docusign.
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For Associate Vice President - Business Operations Use only					
I have reviewed this request and concluded the following based on my understanding and the facts presented:					
A policy exception request is required for the action requested					
	Granting an exception to this policy will not violate any known state or federal rules or regulations				
Comments:					
	Signature	-	Date		

13. The remaining approval signatures will follow. Under Approved the designated person may write "Y" for Yes or "N" No. Approvers may add comments in the comment box.

Policy Exception Request Review and Approval Signatures

Title	Approved	Signature	Date	Comments regarding approval / disapproval
Department Head / Chair				
Dean / Unit Leader				
Division Vice President				
Vice President - Admin & Finance				

- 14. The final and completed copy automatically will be sent to AVP Business Operations mailbox.
- 15. When finished, click on Finished button at the bottom of the screen

