



Accessibility Exception Form

Product/Application Name (indicate vendor as appropriate):

Service Owner:

Managing Director:

Exception Start Date:

Exception End Date:

Is the Application public-facing?

- Yes
- No

Who are the users for this application? (check all that apply and indicate primary or target user category)

- Students
- Faculty
- Staff
- Alumni
- All

What's the size of the contemplated user base?

- < 10
- > 10 but < 100
- > 100

Please explain the reason for this exception request (one or two sentences):

Exception Accepted

Reviewed By: _____
(Anne Margulies, CIO)

Notes:

1. Create Service Now Incident Ticket for this exception where **Service** = [Vendor Management - Contract Negotiations](#); **Category** = [Negotiation Support](#).
2. In the Short Description field enter: [[Application Name](#)]
3. Assign ticket to: **Assignment Group** = [Vendor Management](#)
4. Attach the completed Exception form to the Service Now ticket.