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:** ____________________________

(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.