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**Accessibility Exception Form**

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**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.