Virginia State University
Technology Services
Computer Exception Request Form

| Contact's Name: | Email Address: |
| | Phone Number: |

| Today's Date: _ _____

Need by date: _____
*Must be at least **14 business days** from the date **Technology Services receives request*** | Computer Serial Number (**required**): |

Request Type

☐ Admin Rights (computer will NOT be added to VSU domain)

☐ *Omitted from Patch Management (Technology Services Only)*

Length of Exception

☐ Temporary Exception: _____
     *Please provide begin and end date **less than 12 months***

☐ 12 Month Exception: _____
     Please provide begin and end date

Is this a computer that was purchase with Grant Funds? ☐ Yes ☐ No

Please send the completed form to ITAMR@vsu.edu from your VSU email address

<u>Business Case Justification</u>
Briefly describe the business reason(s) for requesting the exception

<u>Comments</u>

➢ Please note that if ADMIN RIGHTS are approved the computer will NOT be added to the VSU domain.

➢ If the system has to be reimaged it will be using the VSU approved configuration (i.e. Windows 10 and Office 2013). Any additional software that is installed will be the responsibility of the **Requestor**. Also there will be no attempt to back any data up on non-managed computers. As VSU does not support any form of data backup/retention besides to the "H Drive" or a network share any files, programs, etc. that are stored on the computer will NOT be recovered.

➢ The **Requestor** is responsible for ensuring all software that is installed once the machine is given to you is approved for VSU usage. Also all installed software must NOT result in any licensing infringements (i.e. you have one license and you have the software installed on two computers, the software cannot be used in a business, work, government environment per the vendor).

➢ If requesting an exception to participate in Patch Management/Automatic Software Updates the **Requestor** will be responsible for ensuring all updates are applied to your computer. ***By signing below you are agreeing to this stipulation***.

➢ These restrictions will remain in place for the length of the exception. If additional time is requested a new form will need to be submitted by the Requestor **PRIOR** to the current form expiration.

➢ If no extension is required/requested then **PRIOR** to the expiration of this form the Requestor will need to call the VSU Servicedesk at 524-5210 to open a request to add the computer back to the domain which will result in the Admin Rights being removed. **NOTE: Prior to this all files will need to be backed up by the Requestor as the system may be reimaged (Operating System reload) which will delete anything stored on the computer.**

_____
Requester Signature & Date

_____
Dean, Chair or Supervisor's Signature & Date

Please send the completed form to ITAMR@vsu.edu from your VSU email address

☐ Approve   ☐ Disapprove   ☐ N/A _____
                                           Chief Information Officer

☐ Approve   ☐ Disapprove   ☐ N/A _____
                                           Information Security Officer

☐ Approve   ☐ Disapprove   ☐ N/A _____
                                   Director of Technology Services, IT Asset Mgr.

Hubert Harris	Vice President of Administration
Bettie Backus	Chief Information Officer
Derrick Jennings	IT Asset Management
Sarah Gaines	Configuration Management
Travis Edmonds	Security Analyst

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