



**Policy Exception Approval Request**

**Exception Type:** \_\_\_\_\_

**Exception Description:** \_\_\_\_\_

**Org:** \_\_\_\_\_

**Reference ID (T#, R#, PR#, etc.):** \_\_\_\_\_

**I request an exception to OSU University policy for the following reasons:**  
(Please provide the "who, what, when, where, and why" of the situation.)

\_\_\_\_\_

**These are the actions that I and the unit will take to prevent future occurrences:**

\_\_\_\_\_

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Signature Printed Name Date

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Dept Manager / Fiscal Officer Signature Printed Name Date

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Chair / Director Signature Printed Name Date

*\*Please include all relevant documentation and upload this completed form to your request*