



### Non-Compliant Explanation

**Responsible Employee Information:**

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Date (MM/DD/YYYY)*

\_\_\_\_\_

*Department/College*

\_\_\_\_\_

*Position Title*

\_\_\_\_\_

*Email*

**Description of non-compliance incident (include violated policies, regulations, rules and/or procedures):**

**Explanation for the unauthorized action:**

**Explanation of steps taken to avoid recurrences:**

**Employee Responsible for Unauthorized Action:**

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date (MM/DD/YYYY)*

**Chair/Department Head:**

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date (MM/DD/YYYY)*

**College Dean/Division Supervisor:**

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date (MM/DD/YYYY)*

**Export Controls Empowered Official:**

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date (MM/DD/YYYY)*