

## **Procedure to Obtain an Exception for Sexually Explicit Materials**

As provided by University Policy 1301, university resources must not be used to access, download, print, or store sexually explicit materials. However, an exception may be made for employees who require such materials to perform their jobs.

Faculty seeking approval for such an exception must obtain such approval from the Vice Provost for Academic Affairs. All other employees must obtain such approval for the Office of the Senior Vice President. The email or letter should include the following:

- A description of the overall research project and its purpose;
- An explanation of the way in which the sexually explicit content will be used to support the project and why they are necessary;
- A description of the way in which such materials will be secured and who will have access to them; and
- An anticipated completion date of the project (or a date when such materials can be removed from university resources).

The letter should be submitted to:

Vice Provost for Academic Affairs  
Office of the Provost  
4400 University Drive, MSN 3A2  
Fairfax, VA 22030

Or  
Office of Senior Vice President  
4400 University Drive, MSN 3B2  
Fairfax, VA 22030

Additional information may be needed. Normally, the Vice Provost or Senior Vice President will communicate a decision within ten business days.