

PROPOSAL TO ADD OR CHANGE POLICY

1. What is the name of the policy? If this is a request to change an existing policy, also give the name and approval date of the existing policy (provide a copy or Web address if possible):

2. Name and office of the person submitting this form:

3. This policy affects (check all that apply):

CONTROL UNITS

- Administration
- Executive Vice Chancellor & Provost
- Facilities Services
- Research
- Student Affairs
- University Relations
-
- Specific Entities within Affected Control Units:

CONSTITUENCIES

- Faculty
- Staff
- Students
- Alumni
- Affiliates
- Visitors
- Others (specify):

4. Name and title of the Responsible Executive sponsoring this new or changed policy:

5. Name of the office(s) charged with administering the policy and accountable for the policy's accuracy, interpretation, and updating:

6. If this is a new policy, summarize what it is and why it is needed. If this is a change to an existing policy, explain why the change is necessary:

7. Estimate the impact (financial, workload, etc.) of this policy on the campus:

8. List the names of any individuals or offices you have already consulted about this policy: