To submit a revision to an existing policy, please first review the “Policy Development and Management Guidelines,” then complete this form and send to one of the following:

- For campus-wide administrative policies submitted by employees, please send to the responsible Cabinet officer within your supervisory chain of command.

- For policies applicable only to faculty or that relate solely to academic rules and regulations, please send to the President of the Faculty Senate.

- For policies submitted by students, or for policies applicable only to students and student life, please send to the President of the Student Affairs Council.

Instructions

This is a forced form that can be completed electronically. Type or paste text into the gray areas, which will expand to accommodate it.

- Make sure you are using the correct form. For proposing a new policy, use the “Proposed New Policy Review Form.”

- Ensure a draft copy of the recommended policy is attached to this document, utilizing the sample template developed.

- Provide the name of the individual, department or office submitting the policy.

- Provide the name of a contact person with phone and e-mail address.

- Describe why the proposed new policy is needed. Be specific!

- Provide the name of the proposed new policy.

- Identify those to whom the policy applies.

- Copy and paste the proposed new policy text into the gray text box.

- Add the name(s) of the unit(s) responsible for administering the policy.

- List any other departments that will be affected by the proposed new policy.

- Include any hyperlinks to online forms, procedures, or other information related to the proposed new policy.
REVISED POLICY REVIEW FORM

Date:

Submitting Individual, Department or Office:

Contact Person Name:                  Phone                   E-mail

Rationale for Revision (Why is it needed?):

Current Name of Policy:

Revised Name of Policy (if different):

Scope of Policy (who it applies to):

Policy Statement:

Policy Administration

Other Departments or Offices affected by this policy (if applicable)

Links to Procedures and Related Information

__________________________________________  __________________________
President, Student Affairs Council (for student-related policies or student submissions)  Date

__________________________________________  __________________________
Vice President for Student Affairs (for student-related policies or student submissions)  Date

__________________________________________  __________________________
President, Faculty Senate (for academic policies)  Date

__________________________________________  __________________________
Vice President for Academic Affairs (for academic policies)  Date

I authorize submission of this proposed new policy to the Cabinet.

__________________________________________  __________________________
Responsible Cabinet Officer (for administrative policies only)  Date