



# Proposed New Policy Review Form

To submit a proposed new 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 revising existing policies, use the “Revised 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.

