

REQUEST FOR POLICY REVIEW

Please complete this form and submit it to the Office of the President for inclusion on the Planning Council Agenda.

Submitted By		Date
Legal Review <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Applicable		Initials
Purpose of this Review <input type="checkbox"/> Add a Policy <input type="checkbox"/> Revise a Policy <input type="checkbox"/> Delete a Policy <input type="checkbox"/> Other:		
Provide the text of the new policy. If this request is for a revision, provide previous policy text with mark ups on a separate sheet.		
Provide the reason and justification for request.		
Describe the impact of this request (cost, legal ramifications, etc.)		
Planning Council Review		
First Reading	Second Reading	Third Reading
Status <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Vote	Date
Policy Manual & Webpage Update		
Policy Number	Date Posted	
Departmental Procedure Page Update <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		