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|  | POLICY CHANGE FORM |
| The policy owner and/or responsible university officer must complete this form for all comprehensive reviews, policy revision request, and policy retirement request and forward it, along with revised documents (must use track changes) to the Policy Advisory Committee (PAC) chair. The PAC chair will provide the materials to the appropriate policy committee(s) for review and approval.  |

**Rev: YYYY-MM-DD**

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| **Date Submitted:** | PAC chair will complete |
| **Current Policy Title:** | Click here to enter text. |
| **Proposed Title (if changed):** | Click here to enter text. |
| **Responsible Officer:** | Click here to enter text. | **Email:** | Click here to enter text. | **Ext.** | #### |
| **Policy Owner:** | Click here to enter text. | **Email:** | Click here to enter text. | **Ext.** | #### |

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| **This is a (select one appropriate option):** |
|[ ]  Comprehensive Four-year Review **(Requires Sections I & II)** |
|[ ]  Policy Revision Request **(Requires Section II)** |
|[ ]  Policy Retirement Request **(Requires Section III)** |

SECTION I – Only complete for policies undergoing a comprehensive review

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| **Is this policy still needed?** |
| Click here to enter text. |
| **If the policy is still needed, state why it is needed.** |
| *University policy requirements:** *Has broad application throughout the University.*
* *Enhances the university’s mission, sets behavioral expectations, promotes ethical standards and integrity, promotes operational efficiencies, or manages institutional risk.*
* *Helps achieve compliance with applicable laws and regulations.*
* *Has been reviewed and approved by the Policy Advisory Committee (PAC) and the President’s Council (PC).*
* *Provides procedures for implementation.*
 |
| Click here to enter text. |

SECTION II – Complete for all policies

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| **Provide a summary of the revisions or editorial updates to the policy.** |
| Click here to enter text. |
| **Why is the policy being changed? For example, were these changes triggered by an internal or external event? Do these changes address new risks or changes in federal regulations? Do these changes coincide with change in risk tolerance by the university?** |
| Click here to enter text. |
| **What consultation took place as part of the review? List all groups and/or individuals.**  |
| Click here to enter text. |
| **Describe the mechanisms that are or will be used to measure the effectiveness or compliance with this policy.** |
| Click here to enter text. |
| **If possible, specify the current compliance rate with your audience and explain how this differs from the last time the policy was reviewed.** |
| Click here to enter text. |
| **Outline the communication plan that will be used to inform affected stakeholders about the revised policy.** |
| Click here to enter text. |
| **Other comments or relevant information:** |
| Click here to enter text. |

SECTION III – Only complete for retiring policies

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| **State the reasons for retiring the policy.** |
| Click here to enter text. |
| **What consultation took place concerning the consideration to retire the policy? List all groups and/or individuals.** |
| Click here to enter text. |
| **Are there other existing university policies that overlap or are closely related to this policy? If yes, which one(s)?** |
| Click here to enter text. |
| **What impact will the retirement of the policy have on the university community?** |
| Click here to enter text. |
| **Will the retirement of the policy require the university to face increased risk associated with the policy topic? Explain.** |
| Click here to enter text. |