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Policy Proposal Form

Name of Requesting Individual/Unit: _____
Title (if individual): _____
Title of Policy: _____
Area (President or Vice President): _____
Applies to: _____
New policy or revision to existing policy? _____
Responsible Party: _____
Date change requested: _____
Subject matter:

_____
_____
_____
_____

Reason for policy/revision:

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Other departments or units affected by this policy:

_____
_____
_____
_____

Please use the Policy Template and attach a draft of the proposed new policy or a draft of the revised policy with changes tracked. Submit this form and your draft to the Vice President for the area to which you report.