**Policy Cover Sheet**

**Policy Title:**

**Policy Originator:**

**Date Submitted to Policy Office:**

[ ]  **New Policy**

[ ]  **Policy Revision**

[ ]  **Request for Deletion**

[ ]  **Minor Policy Amendment** (e.g., updating hyperlinks, department or employee titles, etc. Do not complete the rest of this cover sheet.)

[ ]  **Policy Review** (No changes needed. Do not complete the rest of this cover sheet.)

**Why is this new policy, policy revision, or policy deletion being proposed?** (Include any external or internal triggering events such as a change in federal regulations, addressing a new risk, etc.)

**If this is a policy revision, provide a summary of the key changes.**

**What laws, statutes, rules, State Board or University policies govern this policy**?

**List the campus stakeholders, committees, and/or associations who reviewed the policy.** (Include a summary of comments, recommendations, and changes made through the vetting process)

**What audience(s) does this policy affect?**

[ ]  Faculty

[ ]  Professional Staff

[ ]  Classified Staff

[ ]  Students

[ ]  Graduate Assistantships

[ ]  Volunteers

[ ]  Visitors

[ ]  Other, Please list below

**Indicate any implementation strategies necessary to help reduce the impact of the new policy or policy revision:**

[ ]  Provide exemptions to units/groups who may experience hardship due to the policy changes

[ ]  Policy implementation in phases

[ ]  Delaying the effective date to allow time for affected units/groups to adjust to the new policy

[ ]  Targeted communication strategies

[ ]  Other; please indicate:

**What is the estimated or desired policy effective date?**

**Faculty Senate, Policy Group, and President Action** (to be completed by the Policy Office)