

## Proposal to Amend a University Policy or Standard

*Please provide the following information in order to facilitate the development and vetting of this proposed amendment to the university policy or standard (“amendment”).*

1. University Policy/Standard:

2. Responsible Executive:

Has the responsible executive requested/approved of this policy amendment?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Responsible Office:

Point of contact for drafting/developing the policy:

4. Briefly describe what this policy action is intended to accomplish and any key changes from previous versions.

5. When is this amendment needed? What factors, if any, are driving this time line?

6. How will this policy be vetted? Include offices and individuals that have already reviewed/contributed to this policy as well as those who will need to know about this amendment.

7. Describe the fiscal implications of this amendment. Include any cost estimates that are known and how this proposal will be paid for, if applicable.
  
  
  
  
  
  
  
  
  
  
8. Describe the political implications, if any, associated with this amendment. Will this amendment raise concerns or generate pushback from stakeholders, either within or outside of the university?
  
  
  
  
  
  
  
  
  
  
9. Describe the communication plan for this policy. How will it be announced, both within and outside of the university?
  
  
  
  
  
  
  
  
  
  
10. Describe the training plan for this amendment. What training will be required and how will it be delivered?