Please note: The text of the policy must accompany this form. If this is a revised policy, a tracked version of changes as well as a clean version must be included. For definitions, please see Policy on Policies, <http://aua.am/policies/#?id=499>

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| Policy Name:  | Policy Number \**(for existing policies):**\* Policy Numbers for new policies are assigned by the Institutional Research Office* |
| Category *(choose only one)* | [ ]  Academic [ ]  Administrative [ ]  Admissions [ ]  Financial [ ]  General [ ]  Human Resources [ ]  Information Technology [ ]  Institutional Advancement [ ]  Library | **Approval Type:** (choose only one):[ ]  \*New Policy **[ ]**  \*\* Revision **[ ]**  Revocation*\* Includes policy name changes and policies which combine existing policies or separate existing policies**\*\* Includes revisions to incorporate undergraduate launch* |
|  | *If New Policy does this policy replace, combine or separate existing policies?* [ ] Yes [ ]  No *If yes, which policies?**(Please note that if this policy replaces, combines, or separates an existing policy or policies, or changes the name, a separate policy approval form must be completed and approved indicating which policy(ies) should be revoked.* |
| Related Documents. Are there any other documents related to this policy [ ] Yes [ ]  No *(An example of a related document would be the Petition to Withdraw form for the Withdrawal and Readmission Policy.)*If yes, please include a copy of the document and the URL for the document with this form. |
| Policy rationale. (Provide a brief explanation of why this policy or proposed changes are necessary. Please include a short explanation about the expected impact on stakeholders as a result of this change.)  |
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| Official Responsible for Review.  |
| Name | Entity / Title  | Date of Initiation*MM/DD/YYYY* |
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| Policy Initiator (ONLY if different than Official Responsible for Review): The Policy initiator is any faculty, staff, or student who identifies a university-level issue and develops a policy proposal.  |
| Name | Title | Date of Initiation*MM/DD/YYYY* |
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| Stakeholder Review. History of Review *(add rows as necessary)* |
| **Stakeholder entity/forum and Action** *For Example: Faculty Senate. Endorsed* | **Name, Title, Signature of responsible person, Date of signature***Hagop Hagopian, Signature, MM/DD/YYYY* | **Date of Review***MM/DD/YYYY* |
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| Scope. Identification of parties governed by this policy. (Who must adhere to this policy?) |
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| Distribution list (Who should receive notification of this policy?) |
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| Approvals *(This does not include the Executive Committee, which indicates approval in the Final Approval section below.)* |
| **Entity/forum** ***For Example: Faculty Senate.***  | **Title, Name of responsible person, Signature. Date of signature*****Hagop Hagopian, Chairperson, Signature, MM/DD/YYYY*** | **Date of Approval*****MM/DD/YYYY*** |
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| BEFORE seeking Final Approval by the Executive Committee, submit this form to the IRO for review of stakeholder involvement and necessary initial approvals. |
| Final Approval (This section must be completed and signed by an Executive Committee member) |
| Policy Type: Mark one [ ]  This policy is approved with stakeholder involvement. [ ]  This policy is an executive order.Mark one [ ]  Forward this policy to the IRO for archiving and publication.  [ ]  Return this policy to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for consideration of the following (describe below): |
| Responsible Executive Committee Member Name and Title | Signature  | Date of Signature(MM/DD/YYYY) |
|  |  |  |
| Date of Final Approval(MM/DD/YYYY) | Policy Effective Date(MM/DD/YYYY) | Date of Next Review *if known*(MM/DD/YYYY) | Policy administrator (Entity/Title responsible for administering policy, **for new policies**) |
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| *For IRO Use only* |
| Date of Initial Receipt (MM/DD/YYYY)  | Date of Review for completion (MM/DD/YYYY) Initials of the IRO staff member who reviewed for completion:  |
| Date Policy is Archived (MM/DD/YYYY)  |  If a new policy, indicate policy number assigned: |
|  |