

POLICY PROPOSAL FORM

Full Name:	
Responsible Office:	
Email:	
Phone:	
Date:	
Check One:	Proposal for new AUP policy (see A below). Proposal to revise existing AUP policy (see B below).

1. PURPOSE

A concise summary (approximately 3-5 sentences) of the overall reason for the policy, including specific regulations, if appropriate.

2. WHO IS AFFECTED BY THIS POLICY

To whom the policy applies and under what conditions: students, staff, faculty, and/or visitors.

3. LEGAL CONTEXT OR REGULATORY BODY

Examples include but are not limited to The Department of Education, French law, United States law, Middle States Commission on Higher Education policies, etc.

4. POLICY STATEMENT

The full text of the policy, including detailed information about the purpose of the policy and details about the policy components. When appropriate, include procedures or steps to accomplish the policy and instructions for reporting and resolving noncompliance with the policy.

5. RESPONSIBILITIES

The AUP offices or individuals referenced in the policy and their roles and responsibilities specific to the policy.

6. DEFINITIONS

Key terms critical to the

