

**UCCS CAMPUS POLICY REVISION**

**Policy Title: Insert Title Here**

**Policy Functional Area: i.e. ACADEMIC**

Responsible Vice Chancellor: Insert title only of responsible university officer here.

Office of Primary Responsibility: Insert name of responsible office/department here.

Policy Primary Contact: Insert primary policy contact information here.

## I. Policy Team Members

If your policy does not require a complete review, please skip this section.

If your policy revision requires a complete review, please list Policy Development Team members and their contact information (below is a recommendation of members to include).

Policy Lead:

Subject Matter Experts (As needed):

FERPA Expert:

Research Integrity:

Fiscal Compliance:

Others (As needed):

Legal Representative:

Deans:

Other:

Are the following necessary (yes/no):

Faculty Representative:

Staff Representative:

Student Government Representative:

## II. Purpose Statement

Insert summary and purpose of the policy. (For example - to comply with state or federal law; or to implement Regent Law.)

## III. Policy Revision Goal

Outline the goals for the policy revision. (What are your goals for the final policy? What changes do you intend to make to the current policy? Why?)

#### IV. Key Words

Review the online UCCS Policies Dictionary to ensure the relevant words and definitions are included. List the words and their respective definition required for this policy, but missing from this website.

#### V. Policy Revision Timeline

Provide a timeline for revising, reviewing, and preparing the policy in the policy template and submitting it to the Policy Office for Leadership and Chancellor review and approval.

Return completed form to the Policy Office, VCAF.

Approved By:

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Responsible Vice Chancellor