



1. POLICY INFORMATION

Policy Title

Policy Functional Area (e.g., Administration/Organization, Academic, Human Resource, Facilities, Fiscal)

Policy Lead / Requestor

Office of Primary Responsibility (OPR)

2. POLICY REQUEST TYPE

Revision to an Existing Policy

Creation of a New Policy

Policy Review Certification

Policy to Be Rescinded

Existing Policy Number and Title, if applicable

2A. SPECIAL PROCESSING GUIDANCE

Special processing may apply due to time-sensitive compliance mandates or other urgent institutional requirements. Select the applicable request type and briefly explain the basis below.

Expedited Policy Request

Executive Directive

Special Processing Basis



3. POLICY DEVELOPMENT TEAM

List proposed team members, roles, and contact information.



4. PLANNED STAKEHOLDER INPUT AND FEEDBACK

List applicable stakeholders and proposed representatives. Consider Staff Council Representative, Student Government Representative, Human Resources, Risk Management, FERPA, HIPAA, Research Integrity, Office of Institutional Equity, Fiscal, Technology, any impacted department, and other applicable subject-matter experts.

5. RELATED AUTHORITIES AND POLICIES

List related Regent requirements, APSs, campus policies, laws, regulations, or standards.



6. PROPOSED DEVELOPMENT TIMELINE

Enter the planned start and completion date for each applicable stage. Use the notes field for dependencies or stages that do not apply.

POLICY DEVELOPMENT STAGE	PLANNED START	PLANNED COMPLETION
1. Research and Initial Draft		
2. Stakeholder Input and Feedback		
3. Governance Review		
4. Legal and Compliance Review		
5. Campus Review and Comment Resolution		
6. Leadership Routing		

Timeline Notes, Dependencies, or Non-Applicable Stages

7. VICE CHANCELLOR CERTIFICATION AND APPROVAL

The Responsible Vice Chancellor certifies support for this request and authorizes the proposal to proceed through the applicable UCCS policy development and review process.

Responsible Vice Chancellor Name

Responsible Vice Chancellor Signature

Date

Return this form to the UCCS Policy Office at policy@uccs.edu.