

**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.

# 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:

# Purpose Statement

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

# [Key Words](http://www.uccs.edu/vcaf/policies/uccs/campus-policies-dictionary.html)

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

# Policy Revision Timeline

Provide a timeline for converting the policy to the new template and submitting to the Policy Office for the Chancellor’s signature.

Return completed form to the Policy Office, VCAF.