





## Policy Action Form – Guide

Title	<input type="text"/>
Policy Number	<input type="text"/> Enter the Reference Number (e.g., APMxxx)
Reason	<input type="checkbox"/> Best Practice <input type="checkbox"/> Federal Law/Regulation <input type="checkbox"/> State Law/Regulation <input type="checkbox"/> Minor Edits <input type="checkbox"/> Regents Policy
Search Term(s)	<input type="text"/>
Description of Reason	<input type="text"/>
Policy Owner	<input type="text"/>   *
	Person responsible for creating or updating the policy
Responsible Office	<input type="text"/> *
Responsible Officer Title	<input type="text"/>
	The title of the responsible officer
Responsible Officer	<input type="text"/>   *
Business Unit Coordination	<input type="checkbox"/> Academic Affairs <input type="checkbox"/> Academic Personnel <input type="checkbox"/> Academic Planning, Programs & Coordination <input type="checkbox"/> Academic Senate <input type="checkbox"/> Agriculture & Natural Resources
Affected Policies or Procedures	<input type="text"/>

Policy Title

Select the option that best describes the reasoning behind the new policy

Provide at least 5 common terms that customers will normally use when searching for this policy. These should be unique, to the policy, including technical and non technical jargon.

Succinctly provide the reason for the create of the new policy

Select the PO from the address book, or type in the name and verify using the check (✓)

Select from the dropdown menu

Select the RO from the address book, or type in the name and verify using the check (✓)

Select which department(s) will be affected by the policy and will provide input during development of the policy

Describe which policies may be impacted by the new /revised policy.

Implementation Methods	<input type="checkbox"/> Procedures <input type="checkbox"/> Forms <input type="checkbox"/> Training <input checked="" type="checkbox"/> <input type="text"/>
Implementation Details	<input type="text"/>
Implementation Challenges	<input type="text"/>
Mechanisms to Ensure Compliance	<input type="text"/>
Additional Information to Support Proposed Action	<input type="text"/>
Financial Impact	<input type="text"/> Discuss the financial impact to the University
Request Status	1. Pending <input type="button" value="v"/>
Approve/Return Comments	<input type="text"/>

If the policy will require changes in procedures in order to meet the mandated actions, indicate how you plan to meet those changes and whether you anticipate any difficulties (eg. new regulations in accounting for time on projects – do you plan to train staff? Will that be difficult to accomplish Systemwide?)









How will you ensure that the policy is being followed? Track training, reporting, etc..

Please provide any additional information that would assist the review process.

Will there be any financial impact from implementing or complying with this policy? (eg. Training requirements, systems purchases)

Please describe the reason that the policy was approved/returned. What needs to be changed in order for the policy to be approved?

# New or Interim Policy Action Sample

Title	<input type="text"/>
Policy Number	<input type="text"/> Enter the Reference Number (e.g., APMxxx)
Reason	<input type="checkbox"/> Best Practice <input type="checkbox"/> Federal Law/Regulation <input type="checkbox"/> State Law/Regulation <input type="checkbox"/> Minor Edits <input type="checkbox"/> Regents Policy
Search Term(s)	<input type="text"/>
Description of Reason	<input type="text"/>
Policy Owner	<input type="text"/>    *
	Person responsible for creating or updating the policy
Responsible Office	<input type="text"/> * 
Responsible Officer Title	<input type="text"/>  The title of the responsible officer
Responsible Officer	<input type="text"/>    *
Business Unit Coordination	<input type="checkbox"/> Academic Affairs <input type="checkbox"/> Academic Personnel <input type="checkbox"/> Academic Planning, Programs & Coordination <input type="checkbox"/> Academic Senate <input type="checkbox"/> Agriculture & Natural Resources
Affected Policies or Procedures	<input type="text"/>









Implementation Methods	<input type="checkbox"/> Procedures <input type="checkbox"/> Forms <input type="checkbox"/> Training <input checked="" type="checkbox"/> <input type="text"/>
Implementation Details	<input type="text"/>
Implementation Challenges	<input type="text"/>
Mechanisms to Ensure Compliance	<input type="text"/>
Additional Information to Support Proposed Action	<input type="text"/>
Financial Impact	<input type="text"/> Discuss the financial impact to the University
Request Status	1. Pending <input type="button" value="v"/>
Approve/Return Comments	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Submit &amp; Close"/>	

# Rescission or Update Policy Action Sample

Title	<input type="text"/>
Policy Number	<input type="text"/> Enter the Reference Number (e.g., APMxxx)
Existing Policy	<input type="text"/>
Reason	<input type="checkbox"/> Best Practice <input type="checkbox"/> Federal Law/Regulation <input type="checkbox"/> State Law/Regulation <input type="checkbox"/> Minor Edits <input type="checkbox"/> Regents Policy
Search Term(s)	<input type="text"/>
Description of Reason	<input type="text"/>
Policy Owner	<input type="text"/> Person responsible for creating or updating the policy
Responsible Office	<input type="text"/>
Responsible Officer Title	<input type="text"/> The title of the responsible officer
Responsible Officer	<input type="text"/>
Business Unit Coordination	<input type="checkbox"/> Academic Affairs <input type="checkbox"/> Academic Personnel <input type="checkbox"/> Academic Planning, Programs & Coordination <input type="checkbox"/> Academic Senate <input type="checkbox"/> Agriculture & Natural Resources
Affected Policies or Procedures	<input type="text"/>
Additional Information to Support Proposed Action	<input type="text"/>
Request Status	1. Pending
Approve/Return Comments	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Submit &amp; Close"/>	



# Minor Update Policy Action Sample

Title	<input type="text"/>
Policy Number	<input type="text"/> Enter the Reference Number (e.g., APMxxx)
Existing Policy	<input type="text"/>
Reason	<input type="checkbox"/> Best Practice <input type="checkbox"/> Federal Law/Regulation <input type="checkbox"/> State Law/Regulation <input type="checkbox"/> Minor Edits <input type="checkbox"/> Regents Policy
Search Term(s)	<input type="text"/>
Description of Reason	<input type="text"/>
Policy Owner	<input type="text"/>   Person responsible for creating or updating the policy
Responsible Office	<input type="text"/>  
Responsible Officer Title	<input type="text"/>  The title of the responsible officer
Responsible Officer	<input type="text"/>  
Additional Information to Support Proposed Action	<input type="text"/>
Request Status	1. Pending 
Approve/Return Comments	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Submit &amp; Close"/>	