**General Guidelines for**

**Proposal to Create a New Academic Policy**

* This form is used to establish university academic policies such as those included in the Academic Requirements and Regulations section of the undergraduate catalog.
* A proposal to create a new academic policy at the program or college/school/departmental/unit level should be submitted using the proposal to revise a program.
* Proposals to establish new academic policies are **action items**.
* **Item 1** should briefly state the proposed academic policy.
* **Item 2** should state the proposed policy to be printed in the catalog and proposed section of the catalog to print the policy.
* **Item 3** should cite specific justification for the proposed academic policy including supporting data, if appropriate. Is the proposed academic policy related to a state or federal regulation or other governing or oversight agencies?
* **Item 4** should indicate the impact on any related existing policies that may be affected by the proposed academic policy, including the impact upon the populations that may be affected. Note that creation of new academic policies may impact non-academic policies.
* **Item 5** should indicate when the proposed academic policy goes into effect and any special provisions for currently enrolled students.

Proposal Date:

**College Name**

**Department Name**

**Proposal to Create a New Academic Policy**

**(Action Item)**

Contact Person: Name, email, Phone

1. **Identification of proposed policy:**
2. **Catalog statement of proposed policy:**
   1. Proposed catalog policy:
   2. Proposed catalog section:
3. **Rationale for proposed policy:**
4. **Impact of proposed policy on existing academic or non-academic policies:**4.1 Impact on policies:  
   4.2 Impact on populations that may be affected:
5. **Proposed term for implementation:**
6. **Dates of prior committee approvals:**

|  |  |
| --- | --- |
| Department/ Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_College Curriculum Committee (if applicable) |  |
| UCC Academic Policy Subcommittee (if applicable) |  |
| Undergraduate Curriculum Committee |  |
| University Senate |  |