Title of Policy (The title should not include the words “university,” “policy” or “guidelines”):

Is this a new policy or a revision to an existing policy?  ☐ New  ☐ Revision
If revision to policy, last revised date:

Does the appropriate Vice President support this request?  ☐ Yes  ☐ No  Name:

Requested Effective Date:
Is this date flexible?  ☐ Yes  ☐ No
If it is not flexible, why not?

Additional History (Include notes regarding past revisions, information about policy origins, etc.):

Responsible University Office:

Policy Contact:

Scope (Who does this apply to? Check all applicable boxes.):
☐ Faculty  ☐ Staff  ☐ Students  ☐ Visitors

Purpose:
Policy (Text box will expand to fit your content. Format the policy as an alphanumeric outline; for example):

I.
   A.
      1.
      2.
   B.
II.
   A.
   B.
   C.

Related Information (For example, links to other related TAPs, business operating procedures, departmental guidelines, etc.):

Violations
Violations of this policy will be reviewed on a case-by-case basis and are subject to formal disciplinary action up to and including termination of employment.