# Utica University

**INSTITUTIONAL POLICY PROPOSAL**

NAME OF POLICY:

RESPONSIBLE OFFICE:

REASON FOR POLICY:

* What legal, regulatory, financial, operational, accreditation, technological, and/or social requirements will this policy address?
* What advantages will this policy bring to the University?
* What disadvantages will there be for not having this policy?

POLICY OVERVIEW:

* How will the policy address the issues listed above?
* Broadly speaking, what procedures will be involved in carrying out the policy?
* Who will be affected by the policy?

STAKEHOLDERS WHO WILL BE CONSULTED IN DEVELOPING THIS POLICY:

**COSTS (SOFTWARE, TRAINING, PERSONNEL, ETC):**

Responsible VP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy Volume: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Policy Volume(s) to be Cross-Referenced (if applicable):

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