NORTHEASTERN STATE UNIVERSITY
POLICY ROUTING FORM

The University Policy Committee leads the review process for all proposed new or revised university-wide policies. This committee reviews and recommends edits before the policy is forwarded to the Cabinet. Academic units, administrative units, and/or individuals can propose new or revised policies by submitting this form to their appropriate Vice President's office. **Please use a separate form for each policy**.

Name of the Policy: _____

Type of Policy Review:
Attach documents as needed to address each of the following requested items.

☐ Change in Policy

- Current Policy
- Proposed Change(s) in the Policy (*please use track changes where applicable*)
- Rationale for Request

☐ New Policy

- New Policy
- Rationale for Request

☐ Deletion of Policy

- Current Policy
- Rationale for Request

Submitted by: _____   **Date: _____**

Department: _____   Phone: _____   Email: _____

_____   **_____**
Vice President Approval for Initial Submission   **Date**

_____   **_____**
Committee Approval   **Date**

_____   **_____**
President's Cabinet Approval   **Date**

Northeastern State University Policy and Procedures

January 8, 2016

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Rationale for Request

Who is the responsible department and contact information for them?
    Department:
    Contact Information:

What other departments utilize or are affected by this policy?

Are there any procedures that apply to or are associated with this policy?

Are there any forms that are associated with this policy?