**General Guidelines for**

**Proposal to Revise an Academic Policy**

* This form is used to make revisions to existing university academic policies such as those included in the Academic Requirements and Regulations section of the undergraduate catalog.
* A proposal to revise an existing academic policy at the program or college/school level should be submitted using the proposal to revise a program.
* Proposals to revise academic policies are **action items**.
* **Item 1** should briefly state the proposed revision to the academic policy.
* **Item 2** should state the current policy as printed in the catalog.
* **Item 3** should state the proposed policy to be printed in the catalog.
* **Item 4** should cite specific justification for the revision including supporting data, if appropriate. Is the revision a result of state or federal requirements or other governing or oversight agencies?
* **Item 5** should indicate the impact on any existing policies that may be affected by this revision, including the impact upon the populations that may be affected. Note that revisions in academic policies may impact non-academic policies.
* **Item 6** should indicate when the proposed revision goes into effect and any special provisions for currently enrolled students.

Proposal Date:

**College Name**

**Department Name**

**Proposal to Revise an Academic Policy**

**(Action Item)**

Contact Person: Name, email, Phone

Identification of proposed policy revision:

1. **Catalog statement of existing policy:**
2. **Catalog statement of proposed policy:**
3. **Rationale for proposed policy revision:**
4. **Impact of proposed policy revision on existing academic or non-academic policies:**

4.1 Impact on policies:  
4.2 Impact on populations that may be affected:

1. **Proposed term for implementation:**
2. **Dates of prior committee approvals:**

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