

### Revision to Policy Form

Policy or Document Title \_\_\_\_\_  
Policy or Document URL \_\_\_\_\_

**Type of Change**

- Typo
- Clarification
- Replacement
- New Material
- Form
- Other

**Section being changed**

- Policy Statement
- Reason
- Contacts
- Procedure
- Rates
- Other

**Describe Changes Needed** (attach old and new)

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**Will Change Affect?**

- |                          |     |                          |    |                          |
|--------------------------|-----|--------------------------|----|--------------------------|
| Other Policies           | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Forms                    | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Other Published Material | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

If YES, describe Impact

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**For UPPD Office Only**

**Volume**

- |          |                          |                |                          |     |                          |
|----------|--------------------------|----------------|--------------------------|-----|--------------------------|
| Regent's | <input type="checkbox"/> | A/A            | <input type="checkbox"/> | FIN | <input type="checkbox"/> |
| HR       | <input type="checkbox"/> | Faculty Senate | <input type="checkbox"/> |     |                          |

**Groups To Notify of Change**

- Regents
- Faculty
- Students
- Staff
- Policy Distribution List
- PPC
- Training
- Others \_\_\_\_\_