



This form is used to suggest the retirement of an existing policy and to provide information to the Policy Office in order to assess:

- the need for retiring the policy
- the impact on risks associated with retirement and
- the impact on resources required to retire the policy

INSTRUCTIONS: The Policy Office can be contacted at any point in the process to provide assistance and direction in developing the required information. For more information about the retirement of policies see 1001-PR6, Retirement of Policies.

PART 1: Needs Assessment

POLICY INFORMATION			
Policy Number & Title:		Category:	
Covered Individuals:		Subsection:	
Submitted by:		Date:	
Responsible Executive:		Date:	
Policy Custodian:		Date:	
<p>Provide a summary of the reasons that support the retirement of this policy. Why is it no longer needed? Is there a law or regulation that necessitates retiring the policy? Is this policy being consolidated with a different policy? Include other related policies impacted by the retirement of this policy.</p>			

In the absence of the policy or amendment, what is the...	Risk Level:		
Likelihood that unwanted behavior will occur?	Low	Medium	High
Severity of negative financial consequences?	Low	Medium	High
Severity of reputational consequences?	Low	Medium	High
Severity of health and safety consequences?	Low	Medium	High
Severity of operational consequences?	Low	Medium	High
Severity of compliance consequences?	Low	Medium	High
If you answer medium or high to the risk questions above, please provide additional detail to support your answer:			

Who will be impacted by the retirement of this policy?
What additional policies or procedures will need to be updated as a result of retiring this policy?
What financial resources will be impacted by retiring this policy?
Who will be included in the policy retirement team?

Submit to the University Policy Office for preliminary review

POLICY OFFICE USE ONLY:	
No longer needed for UBHE policies	Impact on existing policies or procedures
New federal, state laws, rules, or regulations require the retirement of existing policy.	Impact on other relevant areas of operation
OFFICE OF GENERAL COUNSEL USE ONLY:	
Signature:	

Do not continue until the Policy Office contacts you.

PART 2: Retirement Plan

What stakeholder groups were included in reviewing and commenting on the policy? Attach comment summaries from stakeholder discussions.
Describe best practices in this area. List aspirational peer policies that were reviewed.
Attach a communications plan that will be developed to notify campus and stakeholders. Include any external constituents that will need to be notified of this change.
In the absence of this policy, what new policy or procedure will be implemented?
What mechanisms or assessments will be implemented to monitor any unintended consequences of retiring this policy? Or what measures will be put in place?

DRAFT APPROVAL			
Responsible Executive:		Date:	

PART 3: Submit to the University Policy Officer who submits the retirement proposal for approval. The Responsible Executive presents the proposal at applicable meetings and records feedback and/or decisions.

APPROVAL PROCESS		
Body	Date Consulted	Decision or Comments
USU Leadership Council		
President		
Board of Trustees		
Utah Board of Higher Education		

POLICY OFFICE USE ONLY:		
Approved	Yes No With revisions	
Removed from Policy Library		Notice Published on Policy Office Home Page
Email sent to Policy Update Subscribers		