

1001-F3: Interim Policy Justification Form

See Procedure 1001-PR3 for more information

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|-----------------------------|-------------------------------|
| Policy #: | Policy Title: |
| Category: | Subcategory: |
| Covered Individuals: | Responsible Executive: |
| | Policy Custodian: |

An interim policy is an amendment that must be made without delay to avoid compliance risks attendant to changes to statutes, regulations, rules, standards, or policy through legislative, agency, or judicial action.

BACKGROUND:

Why is it necessary to implement this policy immediately?

- What regulations and USU policies will this policy impact?
- What gaps in compliance were identified?
- What risks are likely if this policy is not adopted immediately?
- What stakeholders or groups will be impacted by this change?

KEY PROVISIONS OF THE NEW/REVISED POLICY:

What has changed?

- What new requirements or objectives are covered in this policy or amendment?
- What substantive difference is covered in this policy?

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IMPLEMENTATION PLAN:

How will you implement the new policy?

How will you communicate this change with stakeholders and the campus community?
What procedures will need to be updated due to this policy or amendment?
What resources will be required to implement and sustain this policy?

If approved as an interim policy, the policy will be effective immediately. The Policy Custodian and Responsible Executive will have up to 12 months to gather feedback, conduct research, and follow all necessary procedures outlined in USU Policy 1001: University Policy System and 1001-PR2: New & Substantively Amended Policies.

By signing below you indicate your awareness and acceptance of this requirement:

Responsible Executive:

Date Signed:

Policy Custodian:

Date Signed:

Office of General Counsel:

Date Signed:

The Policy Custodian and Responsible Executive can request a meeting to discuss this proposal. Interim policies must be approved by the president . If approved, the president will issue an executive memo.

POLICY OFFICE USE ONLY:

Proposal sent to president:

Approved
Approved with Revisions
Not Approved

Executive memo sent: