



The Policy Custodian and Responsible Executive must complete this form before a policy proposal is initiated, drafted, or presented for approval. If you have any questions, contact the Policy Office.

Step 1: Provide basic information

POLICY INFORMATION			
Policy Number & Title:		Category:	
Action Requested:	NEW	REVISION	Subsection:
Covered Individuals:			
Submitted by:			
Responsible Executive:		Date:	
Policy Custodian:		Date:	
Is a law or regulation requiring USU to implement or revise a policy?			YES NO
Provide a brief summary of the policy. Include any applicable laws or regulations.			

Policies that impact the general public may be subject to the Utah Administrative Rulemaking Process.

Step 2: Submit to the University Policy Office for preliminary review

POLICY OFFICE USE ONLY:	
Assign Policy # & Category:	
Policy proposal status:	READY FOR NEXT PHASE REVISIONS NEEDED
OFFICE OF GENERAL COUNSEL USE ONLY:	

Assigned to:								
Administrative Rule:	YES	NO	UBHE Approval:	YES	NO	Interim Policy:	YES	NO

Do not begin drafting policy or soliciting stakeholder feedback until the Policy Office contacts you.

Step 3: Gather stakeholder input and research peer institutions

The Policy Office will recommend key stakeholders.
 Consider which groups will be affected by the proposed policy or amendment. The Office of General Counsel and the Policy Office may recommend specific stakeholders to include.
 Review the USU Compliance Matrix for possible stakeholders.
 Review best practices from peer institutions and professional organizations. For more tips, review [Tips for a Successful Policy Development Team](#).

STAKEHOLDER INPUT		
Name/Office	Date Consulted	Comments

Attach a list of additional stakeholders and comments if applicable.

Step 4: Begin drafting or amending policy

Follow the [Policy Template](#) to organize the content of your policy.
 Review the [Policy Style Guide](#) for editorial consideration.
 For existing policies, consult the [Checklist to Review USU Policy](#).
 Collaborate with the Office of General Counsel liaison for review and guidance.
 Draft an [implementation plan](#) that addresses communication to campus, required training, and updates to procedures or standards.
 Once the policy is drafted, write an [Executive Summary](#).

DRAFT APPROVAL			
Responsible Executive:		Date:	
Policy Custodian:		Date:	

