

# POLICY REQUEST FORM

Request for a New Policy, Deletion, or Modification of an Existing Policy



Click on highlighted areas to enter text.

CONTACT INFORMATION	
<b>Requester:</b>	<b>Date:</b>
<b>Department:</b>	<b>Phone:</b>
<b>E-mail:</b>	
POLICY INFORMATION	
<b>Nature of Request:</b>	<b>Policy Category:</b> <i>(<a href="http://www.ufv.ca/secretariat/policies/">http://www.ufv.ca/secretariat/policies/</a>)</i>
<b>Policy Name:</b> <i>(Please provide a working title when requesting a new policy)</i>	<b>Policy Number:</b> <i>(For existing policies only)</i>
RATIONALE/CONTEXT/HISTORY	
Describe <u>in detail</u> why a new policy, modification, or deletion of an existing policy is required. Provide as much specific information as you can, including: <ul style="list-style-type: none"><li>• If a new policy, describe the issues that have led to the need for a policy.</li><li>• If a modification or deletion of an existing policy, describe the issues that have arisen to justify the need for revisions or deletion.</li><li>• Cite relevant UFV policies, Board policy directions, external legislation, codes, etc.</li><li>• Provide a history of the development or revision of the policy.</li></ul>	
PROCESS/CONSULTATION	
Describe the process that has been used or will be used to develop or modify the policy, including consultation that has occurred or should occur: research internal to UFV, research of other universities' policies, meetings with individuals and groups, identification of best practices, etc. Provide as much specific information as you can.	

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## TIMING

Is there time sensitivity to the development or review process for this policy? If so, please explain.

## ATTACHMENTS

List all attachments included with this request.

Please email form and attachments to the University Secretariat ([policyconsult@ufv.ca](mailto:policyconsult@ufv.ca)) and retain a copy for your records.

To revise an existing policy/procedure, contact the Secretariat office to obtain a copy for editing.

To create a new policy/procedure, download policy template from online at <http://www.ufv.ca/secretariat/policy-development/>

## TO BE COMPLETED BY THE UNIVERSITY SECRETARIAT

Recommendation:

Date request received:

Authority:

Responsible Executive:

*If "Other" please specify:*

Proponent:

Committee responsible for policy development/revision:

*If "Other" please specify:*

Nature and duration of consultation required:

Comments: