POLICY REQUEST FORM

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



Click on highlighted areas to enter text.

CONTACT INFORMATION		
Requester:	Date:	
Department:	Phone:	
E-mail:		
POLICY INFORMATION		
Nature of Request:	Policy Category:	
	(http://www.ufv.ca/secretariat/policies/)	
Policy Name:	Policy Number:	
Please provide a working title when requesting a ne	•	
 RATIONALE/CONTEXT/HISTORY Describe in detail why a new policy, modification, or deletion of an existing policy is required. Provide as much specific information as you can, including: If a new policy, describe the issues that have led to the need for a policy. If a modification or deletion of an existing policy, describe the issues that have arisen to justify the need for revisions or deletion. Cite relevant UFV policies, Board policy directions, external legislation, codes, etc. Provide a history of the development or revision of the policy. 		
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		
	ractices, etc. Provide as much specific information as you	

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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)	
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.	

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 ufv.ca/secretariat/policies/policy-development/develop-a-new-policy/.

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:		