STATEMENT OF NEED AND IMPACT

For Proposed “[University Policy]”

In accordance with University Policy GE0001, this Statement of Need and Impact proposes [“University Policy Category and Title”] to address [general subject matter]. A draft copy of the proposed policy is attached.

SECTION 1. RESPONSIBLE OFFICIAL:

_________________________
Name
_________________________
Title
_________________________
Email address

SECTION 2. IS THE POLICY IN RESPONSE TO FEDERAL OR STATE LAW OR REGULATION?

[Please cite applicable references and include hyperlink(s).]

SECTION 3. NEED FOR THE PROPOSED POLICY:

[Please explain here.]

SECTION 4. EXPECTED FINANCIAL IMPACT OF THE POLICY:

[Please include detailed sources of this information.]

SECTION 5. RISKS ASSOCIATED WITH ADOPTING OR NOT ADOPTING THE POLICY:

[Please explain here.]

SECTION 6. EXPECTED IMPACT OF THE POLICY ON AFFECTED STAKEHOLDERS:
SECTION 7. DOES THIS POLICY INTERACT WITH ANY OTHER POLICIES, PROCEDURES, HANDBOOKS OR CODES OF CONDUCT?

[Please cite applicable references and include hyperlink. Please summarize any inconsistencies with other sources of authority.]

SECTION 8. HOW SHOULD THIS POLICY BE COMMUNICATED?

[Please set forth the plan for communicating the policy to affected employees and/or students, including any special or targeted communications for certain subgroups.]

SECTION 9. WILL THIS POLICY REQUIRE ANY SPECIFIC TRAINING?

[If so, who will develop and provide the training? Who will be required to take the training?]

SECTION 10. DOES THIS POLICY ESTABLISH ANY NEW UNIVERSITY STANDARDS?

[If so, include all compliance measures for the standards and the people/positions involved in maintaining compliance.]

SECTION 11. PLEASE SUMMARIZE THE POLICY IN A FORMAT (THIS WILL BE PUBLISHED ON THE POLICY WEBSITE).

[If a policy is being revised, please summarize the revisions.]

SECTION 12. HAVE ALL THE NECESSARY REVIEWS AND APPROVALS BEEN COMPLETED?

[Please list reviewers and dates of approval using the table below.]

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<thead>
<tr>
<th>Required Review</th>
<th>Person who certifies review</th>
<th>Date of Certification</th>
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<tbody>
<tr>
<td>Policy Drafter</td>
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Signature of Responsible Official Representing Compliance with GE0001

Date