Policy Proposal & Impact Statement (PPIS)

New Policy / Revision / Elimination

Request to:

- ☐ Develop a new policy.
- ☐ Develop a policy to replace an existing policy.
- ☐ Revisions to existing policy.
- ☐ Eliminate Existing Policy.
- ☐ Periodic Full Review of Policy (Done every 4 years per schedule).

Title and Number of Policy (if applicable):

Policy(ies) replacing (If Applicable):

Submission information:

Date: Name of person initiating this PPIS:

Responsible Office / Unit:

Responsible Policy Executive

New Policy Title (If Applicable)

Reason(s) for New Policy / Change to Policy / Elimination of Policy:

Policy Statement (what does this policy do? Provide overview of content, major changes or impact)

Fiscal Impact (What resources are needed to implement this policy / Any cost savings?).

Equity Impact (How does this policy or changes to this policy support a higher level of equity for our students and community. Will it remove barriers to success and unintended consequences? Will it promote increased student success or equal access in employment?)

Routing Instructions:

Policy Writer – After completing form, please submit to Policy Executive.

Policy Executive – After reviewing, please submit to University Policy Administrator.

University Policy Administrator – Will review and present Policy Proposal & Impact Statement (PPIS) to Executive Leadership Team and President prior to any further action.

Policy Executive Approval:

Name Signature Date

Selected Policy Writer:

Deadline for completion of Initial draft:

Offices or Persons to seek feedback from:

Next step - Return PPIS to University Policy Administrator

President Approval

☐ Approve Policy Proposal & Impact Statement Signature

☐ Remand to Policy Writer Date

☐ Reject PPIS – *(provide explanation)*

Notes or Explanation:

Submit to University Policy Administrator via email at thomas.pedersen2@cwu.edu