(A) Proposal to create new AUP policy:

1. PURPOSE
   A concise summary (approximately 3-5 sentences) of the overall reason for the policy, including specific regulations, if appropriate.

2. WHO IS AFFECTED BY THIS POLICY
   To whom the policy applies and under what conditions: students, staff, faculty, and/or visitors.

3. LEGAL CONTEXT OR REGULATORY BODY
   Examples include but are not limited to The Department of Education, French law, United States law, Middle States Commission on Higher Education policies, etc.

4. POLICY STATEMENT
   The full text of the policy, including detailed information about the purpose of the policy and details about the policy components. When appropriate, include procedures or steps to accomplish the policy and instructions for reporting and resolving noncompliance with the policy.

5. RESPONSIBILITIES
   The AUP offices or individuals referenced in the policy and their roles and responsibilities specific to the policy.

6. DEFINITIONS
   Key terms critical to the understanding and compliance of the policy.

7. ISSUING OFFICE AND CONTACT
   The office or department that issued the policy and a staff member or position title responsible for the policy.

8. TIMELINE AND COMMUNICATION/IMPLEMENTATION PLAN
   Describe steps for communicating and implementing the policy, including responsible parties. Issuing offices review policies every 3 years. If this policy should be reviewed or retired before the 3-year default date, specify the desired review date and reasons.

9. ENDORSEMENTS
   Names and signatures of Senior Manager and Leadership Team representatives.

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(B) Proposal to revise current AUP policy:

Policy name: __________________________________________
Policy number: _______________________________________

1. REASON FOR POLICY REVISION AND DESIRED RESULT
   A concise summary of what the revision is meant to accomplish or fix and why.

2. PROPOSED REVISIONS
   Clear description of the proposed changes, including new language, tracked edits, etc.

3. TIMELINE AND COMMUNICATION/IMPLEMENTATION PLAN
   Describe steps for communicating and implementing the policy, including responsible parties.

4. ENDORSEMENTS
   Names and signatures of Senior Manager and Leadership Team representatives.

   Name: ___________________________  Name: ___________________________
   Title: ___________________________  Title: ___________________________
   Date: ___________________________  Date: ___________________________
   Signature: ______________________  Signature: _______________________