

**Form 2.1001.1.5 University Policy Proposal Form**

Once form is complete, electronically forward to [policy@mtu.edu](mailto:policy@mtu.edu)

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**Date:**

**Name:**

**Department:**

**Phone**

**Number:**

**Policy Proposal to:**

If changing an existing policy,  
please list Policy Number:

Develop a New Policy

Change an Existing Policy

**Provide a summary of the proposed policy. What is the policy's purpose?**

**Does the proposed policy:**

ensure compliance with federal or state law?

support the university's mission, vision, and values?

potentially reduce institutional risk?

apply institution-wide?

**Does the proposed policy comply with Board of control Policy?**

Yes

No

Don't know

**Does the proposed policy support a University Senate Policy?**

Yes

No

Don't know

**Does the proposed policy impact existing policies, procedures, or forms?**

Yes

No

**Please explain the reason for the proposed policy, or proposed policy change. What factors are driving the need for this policy?**