

**ACADEMIC POLICY: CHANGE PROPOSAL FORM**

To: Administrative Assistant to the Provost:

From (name and position on campus):

Email:

Date:

Subject: Academic Policy Addition or Change Request

All changes are highlighted. *Deletions* appear with a double strikethrough, while proposed *additions* appear in *red colored italic font*.

**SECTION OF THE ACADEMIC POLICIES HANDBOOK WHERE CHANGE** **APPLIES** (If unsure, please leave blank):

**TITLE OF THE SECTION:**

**PAGE(S) ON WHICH THE POLICY STATEMENT(S) CAN BE FOUND:**

**PROPOSED CHANGE/ADDITION/DELETION:**

**RATIONALE:**

**IMPACT ON OTHER ACADEMIC POLCIES:**