The development of a new university-wide policy or revision of an existing university-wide must be formally approved prior to commencement of work. Retirement of existing policies must also be formally approved before action is taken. See the [New Jersey City University Administrative Policy Library](https://www.njcu.edu/about/njcu-policies-and-procedures/university-policy-library/about-university-policy-library) for reference.

*Please complete this request form and submit to the University Policy Team at* [*upt@njcu.edu*](mailto:upt@njcu.edu)*. Questions can be directed to* [*upt@njcu.edu*](mailto:upt@njcu.edu) *or 201-200-3073*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Indicate the type of request:** | | | | | | | | | |
|  | < Develop a new policy | | |  | < Revise an existing policy |  | < Retire an existing policy | |
|  | | | |  | | | | |
| **Policy name:** | | |  | | | | | |
|  | | | |  | | | | |
| **Request submitted by:** | | | |  | | | | |

**Provide a brief explanation of the need for development, revision, retirement of this policy:**

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|  |

**If developing/revising a policy, list the stakeholder offices that will be included on the writing team:**

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| --- |
|  |

**If developing/revising a policy related to fees, include the following information**

|  |  |
| --- | --- |
| **Proposed fee amount:** |  |
| **Items covered by the fee:** |  |
| **Impact on department’s budget:** |  |

|  |  |
| --- | --- |
| University Policy Team Use Only | |
| Received |  |
| Reviewed by PAG |  |
| Forward to PEG |  |
| Approved by PEG |  |
| Submitter Notified |  |
| Updated: 01082021 |  |