**Submission date:** [Date proposal is submitted to the Policy Review Committee for approval]

**Policy Sponsor:** [Name of the Northwestern school, department or unit that prepared the proposal]

**Approving University Official(s):** [subject to Policy Review Committee approval]

**Responsible Office:** [subject to Policy Review Committee approval]

# NEW POLICY PROPOSAL for [TITLE OF POLICY]

## Background/Reason for Proposed Policy

[Explain any relevant background to and reasons for the proposed policy. Indicate whether the policy is a new policy or a revision to an existing policy. If relevant, discuss how the proposed policy relates to existing policies. Identify any legal or regulatory requirements that the proposed policy aims to address.]

## Overview of Proposed Policy

[Summarize the principles of the proposed policy and briefly outline the procedures to be used to implement it.]

## Stakeholders

[List the stakeholders who are most knowledgeable about the subject matter of the proposed policy and/or would be most affected by the proposed policy. For example, you should consult with the Office of the Provost in connection with any proposed policy that directly affects the faculty, and with the Office of General Counsel in connection with any proposed policy with legal or regulatory implications.

These stakeholders may be consulted during the development of the proposed policy, along with other stakeholders as determined by the Policy Review Committee. The Policy Review Committee can assist in identifying potential stakeholders.]

## Costs/Resource Requirements

[To the extent feasible, identify anticipated cost or resource requirements of the proposed policy, including any human, financial, operational, technological, or other resources that will be needed to carry out the policy.]