*This is the official template for University of Utah regulations (policies and rules). Any proposed new or revised regulation should be drafted on this template. If you are revising an existing policy, contact* *regulations@utah.edu* *for a version of the policy you are revising on this template.*

*This version of the template includes instructions in red italics. Please delete these instructions once you have completed your draft or use the version of the template without instructions that is available on the Institutional Policy Committee’s webpage:* [*https://regulations.utah.edu/info/IPCresources.php*](https://regulations.utah.edu/info/IPCresources.php)*.*

**Proposed University of Utah Regulation Revision**

|  |
| --- |
| **General Regulation Information** |
| **Regulation proposed for enactment/revision** |  |
| **Policy owner(s)** |  |
| **Policy officer(s)** |  |
| **Contact person(s)**  |  |
| **Other related regulations with proposed revisions**  |  |
| **Planned effective date of revisions** |  |
| **Brief (1-2 sentence) description of revisions and reason for revision** |  |

|  |
| --- |
| **Consultation and Approval** |
| **Groups and Stakeholders Consulted** |
|  |
|  |
|  |
|  |
| **Required Approval Steps and Date (if applicable)** |
| Council of Academic Deans (if applicable) |  |
| Institutional Policy Committee |  |
| Academic Senate Executive Committee |  |
| Vice President or Designee |  |
| Academic Senate (if applicable) |  |
| Board of Trustees (if applicable) |  |

**Rule or Policy Title\_\_\_\_ .**

Revision #\_\_.Effective date: \_\_\_\_\_\_\_\_

[**I.** **Purpose and Scope** 2](#_Toc102720812)

[**II.** **Definitions** 2](#_Toc102720813)

[**III.** **Policy/ Rule** 3](#_Toc102720814)

[A. 3](#_Toc102720815)

[B. 3](#_Toc102720816)

[**IV.** **Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources** 3](#_Toc102720817)

[**V.** **References** 3](#_Toc102720818)

[**VI.** **Contacts** 4](#_Toc102720819)

1. **Purpose and Scope**
	1. Purpose.

*Describe the reasons for the University to have this policy/ rule adopted and implemented. What are the general and specific objectives of having such a regulation in place?*

* 1. Scope.

*Describe what units of the University, and what categories of personnel within the University community this regulation applies to. Does it apply to all of the administrative and academic units, or only to some categories of units? (e.g., Hospitals and Clinics. Health Sciences Academic units. Auxiliary service units. SLC campus only, or Asia campus, branch locations). Does it apply to all employees, or only faculty or only staff? All students or only some categories? All visitors? If it has a limited scope, and there is another regulation with similar purposes that applies to the categories of units or categories of personnel that are excluded from the scope of this regulation, then include here a mention of that other regulation, as a way of clarifying the limited scope of this regulation.*

1. **Definitions**

*Use the introductory language for a policy if you are writing a policy or a rule if you are writing a rule. Each defined term should be listed in this format: “Term” means \_\_\_. Note that terms defined in a policy also apply to related rules, so you do not need to duplicate them.*

*Many commonly used terms are defined in other University regulations already. If possible, use an existing definition for your terms.*

For a Policy: The following definitions apply for the limited purposes of this policy and any associated regulations.

For a Rule: The definitions provided in Policy #X apply for this rule. In addition, the terms below apply for the limited purpose of this rule.

* 1. “\_\_\_\_” means \_\_\_\_.
	2. “\_\_\_\_” means \_\_\_\_ .
1. **Policy/ Rule**

*Here in Part III place all contents of the main body of the regulation. Use bold for headings and capitalize each work of the heading. Otherwise, only use bold or italics fonts for special purposes. Avoid use of underlining except very limited use for a special purpose. Make sure to use the “IPC Regulation” list style.*

* 1. 1. 1.
	2. 1.

*Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.*

1. **Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources**

*Add name & links for any University of Utah Regulations that are directly associated with this Policy or Rule. If it is a Policy, and it has directly associated Rules, list those. If it is a Rule, then list the Policy that it belongs with.*

*List any Procedures, Guidelines or Forms under “other related resources” and then embed the URL link, if the document is posted, to it here in its name. If the document is not posted, please provide the document to the Institutional Policy Committee and we will upload the document and add a link.*

* 1. Policies/ Rules. [ *reserved* ]
	2. Procedures, Guidelines, and Forms. [ *reserved* ]
	3. Other Related Resources. [ *reserved* ]
1. **References**

*Add name & citation for any other useful/ relevant University Regulations that this regulations cites, or relevant sections of the Utah Code, federal statutes or regulations.*

* 1. [ *reserved* ]
1. **Contacts**

The designated contact officials for this Regulation are

* 1. Policy Owner(s) (primary contact person for questions and advice):
	2. Policy Officer(s):

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

1. **History**

Revision History.

* 1. Current version. Revision ##.

*The University policy office will complete this section after the regulation receives final approval. You may submit any materials you would like to include in the legislative history as a single file to the university policy officer. Unless you submit other materials, the university policy officer will include all materials presented to the full Academic Senate as the legislative history document. If the policy or rule is not presented to the full Academic Senate, the university policy officer will verify which materials to post with you. At a minimum, the history should include a memo that at least briefly explains the why the proposal was developed, and any other important aspects of the history of the proposal. If there is no such explanatory memo included in the proposal materials, the university policy officer will ask you to create a short ‘cover memo’ with that information.*

* + 1. Approved by -- Academic Senate [**date]**, and Board of Trustees **[date]**, with effective date of **[date]**.
		2. Legislative History
		3. Editorial Revisions

* 1. Previous versions.

*Provide the histories of previous versions of the regulation as far back as can be found without extensive research. At least include an uploaded copy of each past version that can be found (marked as outdated so having it accessible won’t cause confusion).Most previous version can be found on the regulation your revising’s webpage.*

* + 1. Revision [**##**]. Effective Date.
			1. Legislative History for Revision [[**##**]].
		2. Revision [**##**]. Effective Date.
			1. Legislative History for Revision [[**##**]].
	1. Renumbering

*If applicable for a Regulation that existed prior to 2008 and was renumbered in the 2008 system-wide renumbering, describe here the former number in the pre-2008 “PPM” numbering system, the new number given then, and the year renumbered to new system numbering. Or write “Not Applicable*”.

* + 1. Renumbered from… [or not applicable]