



**AUBURN**  
UNIVERSITY

**POLICY TITLE:**

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**YOUR NAME / OFFICE:** \_\_\_\_\_

**YOUR AU CONTACT INFORMATION:** \_\_\_\_\_

**IS THIS A PROPOSAL FOR A NEW POLICY OR AMENDMENT OF AN EXISTING POLICY? (You may check both if applicable.)**

**NEW POLICY. DESCRIBE THE GENERAL SUBJECT OF THE POLICY:**

**AMENDMENT. IDENTIFY WHICH EXISTING POLICY / POLICIES YOU PROPOSE FOR AMENDMENT:**

1. Describe the content of the proposed policy or amendment, focusing on, if applicable, (i) the scope and purpose of the policy or amendment; (ii) a description of the offices/ groups to be governed by the policy (*e.g.*, all employees, all students, campus visitors, etc.); (iii) a brief statement of the basic rules or governing principles reflected in the policy; (iv) general description of relevant procedures that would be included in the policy or amendment; (v) legal or other external authorities that require or govern the policy; (vi) deadlines or other timing considerations that apply. (If additional space is needed, text overflows to page 4 automatically.)

2. Describe the existing needs or challenges that the proposal would address or solve.



**#1 CONTINUED: Describe the content of the proposed policy or amendment....**