University of Houston Clear Lake

Policy Cover Sheet

NOTE: *This form should be completed prior to introducing a new policy or a policy with* ***significant*** *revisions to the Policy Advisory Committee as the official cover sheet to accompany the policy through the policy review process. Please consult Administrative Policy MAPs 01.A.01 for additional information or email ZellnerS@uhcl.edu with questions.*

Area:
(Please mark one)

- ☐ Academic Affairs & Provost
- ☐ Administration & Finance
- ☐ Student Affairs
- ☐ UHCL Pearland
- ☐ University Advancement
- ☐ Strategic Planning
- ☐ Strategic Enrollment Management

Policy Title:
(If existing policy, link old policy and include policy number)

(Select One)

Review Requested:

- ☐ New Policy
- ☐ Revision to Existing Policy
- ☐ No Changes - 3 or 5 year review

Responsible Person / Subject Matter Expert:

Contact No:

Requested by (date):

Date Submitted:

Rationale for new policy / revision to existing policy (attach more pages as needed)

ATTACHMENTS:

- ☐ MS Word Version of the Policy or Red line Version for a revision
- ☐ Record of Changes Form (click here)

POLICY CHECKLIST:

- ☐ **VP Review** — **Date Submitted:**
- ☐ **General Counsel Review** *(Policy must be emailed by VP with ZellnerS@uhcl.edu cc'd)* — **Date Submitted:**
- ☐ **PAC Review** — **Date Submitted:**