**Submitting a New Academic Affairs Policy**

The following sections/questions are intended to serve as a guide for the development of a new Academic Affairs policy. Development of a new Academic Affairs policy is a two-step process; this being the first step. All sections of this must be completed in order for the policy to be considered by the Vice Provost for Faculty Affairs and Curriculum (VPFAC), or their designee, as stated in Academic Affairs Policy #000: Academic Affairs Policies Process. Once you have completed the form, please email it to [aapolicy@jmu.edu](mailto:aapolicy@jmu.edu). Upon being reviewed by the Vice Provost for Faculty Affairs and Curriculum (VPFAC), or their designee, you will be notified of any further action on your part. If you have any questions, comments, or would like additional information, please email [aapolicy@jmu.edu](mailto:aapolicy@jmu.edu).

First Name

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Last Name

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Email Address

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Narrative Statement: Provide a brief narrative statement that summarizes the policy that you are proposing.  Typically, this will not be longer than five (5) sentences.

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Rationale: Briefly provide the justification/rationale behind the need for the new policy.  Describe the problem or conflict that the policy will resolve.

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Stakeholders: Identify key stakeholders (name, title, email) who have already been or should be consulted in the policy drafting and review process.

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Is a policy required by law, regulation or contract? If yes, provide details.

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Please list existing university policies, handbooks, procedures, standards, and/ or federal or state laws (regulations, policies, orders, codes, etc.) that are related to the proposed policy.

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Identify any financial impacts of the new policy. Include initial and recurring expenses.

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