

[University Policy Category]:	
[Title]	
Version: 0000 [Number]	Effective Date: XX/XX/XXXX

**STATEMENT OF NEED AND IMPACT**

**For Proposed “[University Policy]”**

In accordance with University Policy GE0001, this Statement of Need and Impact proposes [“University Policy Category and Title”] to address [general subject matter]. A draft copy of the proposed policy is attached.

**SECTION 1. RESPONSIBLE OFFICIAL:**

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Name

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Title

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Email address

**SECTION 2. IS THE POLICY IN RESPONSE TO FEDERAL OR STATE LAW OR REGULATION?**

[Please cite applicable references and include hyperlink(s).]

**SECTION 3. NEED FOR THE PROPOSED POLICY:**

[Please explain here.]

**SECTION 4. EXPECTED FINANCIAL IMPACT OF THE POLICY:**

[Please include detailed sources of this information.]

**SECTION 5. RISKS ASSOCIATED WITH ADOPTING OR NOT ADOPTING THE POLICY :**

[Please explain here.]

**SECTION 6. EXPECTED IMPACT OF THE POLICY ON AFFECTED STAKEHOLDERS:**

[Please explain here.]

**SECTION 7. DOES THIS POLICY INTERACT WITH ANY OTHER POLICIES, PROCEDURES, HANDBOOKS OR CODES OF CONDUCT?**

[Please cite applicable references and include hyperlink. Please summarize any inconsistencies with other sources of authority.]

**SECTION 8. HOW SHOULD THIS POLICY BE COMMUNICATED?**

[Please set forth the plan for communicating the policy to affected employees and/or students, including any special or targeted communications for certain subgroups.]

**SECTION 9. WILL THIS POLICY REQUIRE ANY SPECIFIC TRAINING?**

[If so, who will develop and provide the training? Who will be required to take the training?]

**SECTION 10. DOES THIS POLICY ESTABLISH ANY NEW UNIVERSITY STANDARDS?**

[If so, include all compliance measures for the standards and the people/positions involved in maintaining compliance.]

**SECTION 11. PLEASE SUMMARIZE THE POLICY IN A FORMAT (THIS WILL BE PUBLISHED ON THE POLICY WEBSITE).**

[If a policy is being revised, please summarize the revisions.]

**SECTION 12. HAVE ALL THE NECESSARY REVIEWS AND APPROVALS BEEN COMPLETED?**

[Please list reviewers and dates of approval using the table below.]

Required Review	Person who certifies review	Date of Certification
Policy Drafter		

Policy Office Review		
Policy Review Group		
Senior Policy Review Group		

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Signature of Responsible Official Representing  
Compliance with GE0001

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Date