



This form must be completed when ADOPTING a new ECSU Policy.

Department: _____ Vice Chancellor or Director _____

ECSU Policy PROPOSED Name _____ ECSU Policy Number TBD by Legal Affairs

STEP ONE: List each objective of the new policy and its impact on ECSU and other ECSU/UNC policies in the chart.

List all Objective(s) of New Policy:

Impact of new policy on ECSU:

Impact of new policy other ECSU policies and/or UNC Code Policies:

(*Identify policies' number(s) and name(s))

STEP TWO: Approvals

1. Department Committee Review
2. Chair of Department Committee Review
3. Legal Affairs Review
4. Vice Chancellor or Director's Review

STEP THREE: Administrative Counsel

1. Vice Chancellor or Director ensures proposed policy is formatted in accordance with other ECSU policies and this form is filled out completely.
2. Vice Chancellor or Director ensures able to explain Policy and its objectives/impact to Administration Counsel with this form attached to proposed policy.
3. Vice Chancellor or Director emails proposed policy to Lucretia Banks and Gwen Sanders
4. Vice Chancellor or Director prepares 10 (ten) copies of proposed policy and this form for Administrative Counsel
5. Vice Chancellor presents to Administrative Counsel proposed policy, objectives for it and how it would impact campus.

Administrative Counsel approves- Proposed Policy to be presented to ECSU's Board of Trustees (STEP FOUR).

Administrative Counsel disapproves- Proposed Policy must be reviewed further or denied completely.

STEP FOUR: ECSU Board of Trustees

1. Vice Chancellor or Director ensures able to explain proposed policy and its impact on other policies/campus to Board of Trustees with form attached to proposed policy.
2. Vice Chancellor or Director prepares 10 (ten) copies of proposed policy and this form for Board of Trustees
3. Vice Chancellor or Director presents to Board of Trustees proposed policy, objectives of it and how impact campus.

Board of Trustees approves- Policy must be emailed to legalaffairs@ecsu.edu to be added to ECSU's Policy Manual.

Board of Trustee disapproves.