**Form Notice of Proposed Policy Creation or Revision (Internal)**

[*Use this form language to publish a proposed or revised policy related only to University employees, students, or internal operations and where the policy is unlikely to directly and substantially affect the procedural or substantive rights or duties of any segment of the general public. You must allow no fewer than 30 calendar days from the initial date of publication for responses from the community.*]

University of Arizona

Notice of Proposed Policy or Policy Revision:

[*NAME OF PROPOSED OR REVISED POLICY HERE*]

Pursuant to the authority established by Arizona Board of Regents Policy No. 1-201, et seq., and the University of Arizona’s policy on University Policy-making, the following action is proposed:

**ADOPTION OF** [*NAME OF PROPOSED POLICY OR POLICY REVISION HERE*]

**SUMMARY:** [*Summarize proposed policy or revision here*]

A copy of the proposed or revised policy is available at the University Policies website at [policy.arizona.edu](http://policy.arizona.edu/). Members of the University community are invited to submit written comments to [POLICY SPONSOR OR DESIGNEE’S NAME, MAILING ADDRESS, TELEPHONE NUMBER, EMAIL ADDRESS]. All comments must be received by close of business on [DATE].