

MICHIGAN TECHNOLOGICAL UNIVERSITY

 Policies and Procedures

Form 1.01.1.3 Consulted/Researched Template

Once the template is complete, electronically forward to policy@mtu.edu.

**Policy Number:** *(Will be assigned by policy coordinator)*

**Title:** *(Title of Policy)*

[Enter your text here. Required.]

**Effective:** *(Effective Date of Policy, ex: MM/DD/YYYY)*

 [Enter your text here. Required.]

**Senate Proposal:** *(No/Yes. Indicates whether or not the policy originated from a University Senate proposal. If yes, the policy requires Senate approval for changes to the policy.)*

[Enter your text here. Required.]

**Responsible University Officer:** *(Title of the University officer (provost, vice president) responsible for implementing the policy and ensuring necessary procedures and guidelines are developed.)*

[Enter your text here. Required.]

**Responsible Office:** *(Name of University office with responsibility of implementation of the policy.)*

[Enter your text here. Required.]

# Unit(s) Affected

(List those affected by the policy, frequent users of the policy, and/or subject matter experts.)

[Enter your text here. Required.]

# Individual(s) Contacted

(List the individuals contacted to discuss and receive input on policy impact.)

[Enter your text here. Required.]

# Date of Contact(s)

*(The date the contacts were made.)*

[Enter your text here. Required.]

# Comments

(Include any comments that may help the policy reviewer.)

[Enter your text here - if applicable.]

# Other Universities Researched*List the name(s) of other universities researched for similar policies, i.e. Web sites.)*

[Enter your text here - if applicable.]