**Academic Policy Proposal Form**

*Submit to GEAPC to propose the creation, modification or removal of an undergraduate academic policy or regulation (as specified in the Academic Policy and Regulations section of the MBU catalog). Completion of all items will ensure a more successful review of your proposal.*

1. **Proposer Name and Role** (Administrator, Faculty, Student) Note that students must have an administrator or faculty sponsor to submit a proposal.
2. **Policy proposal statement.** Describe in detail the new policy (or the policy to be removed). Include the proposed implementation date. Indicate whether this is a new policy, a request to change an existing policy or to remove an existing policy. *If this is lengthy please attach a separate document*.
3. **Rationale for the change.** What are the best arguments in favor of this change? Who is affected? What are the desired outcomes of the change?
4. Proposed **catalog language**:
5. **Implementation process**: How will transitions be implemented or managed? Who is responsible for oversight? Does the implementation process require action from programs, offices, or departments?
6. **Resources:** What resources will be required for the proposal to be implemented? Both fiscal and human resources should be noted.

Supporting signatures may be submitted in an attached document. E-signatures are acceptable.

Send proposals to the Chair of General Education and Academic Policy Committee (GEAPC)