**Request for New or Revised Policy Form**

To ensure that all institutional policies support the mission and values of the College, SUNY Geneseo provides all campus constituencies with clear guidelines for policy development, approval, and implementation, and the criteria and standards that apply across the institution. This information is outlined in the [Policy on Policies 1-006](https://www.geneseo.edu/policy/policy-on-policies).

**Requesting the following**

New Policy

* All new policy requests must be submitted to the responsible officer using the [College Policy Template](https://www.geneseo.edu/sites/default/files/sites/admin_finance/Policies/Forms%20for%20Policies/Policy%20Template.docx)

  Revision(s) or review to an existing policy

Policy #: Click or tap here to enter text.

Policy Title: Click or tap here to enter text.

* All revised policy requests must be submitted to the responsible officer using the [College Policy Template](https://www.geneseo.edu/sites/default/files/sites/admin_finance/Policies/Forms%20for%20Policies/Policy%20Template.docx) for the review and approval process for revised policies.
* All revisions must be shown in "RED" font on the policy template when submitted to the responsible officer.

Periodic Review Completed on Click or tap to enter a date. No Revisions needed

Non-material changes made (example: name change, url link, office change)

Revised substantiate edits to policy elements (requires Cabinet review)

**Office Use Only**

  Draft policy has been submitted to the responsible officer for review at the Cabinet level

Cabinet has approved draft proposal in its original form on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cabinet has returned the draft proposal for further revision on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cabinet has denied the draft proposal on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The Cabinet has the authority to withdraw its approval of a proposed policy.*

The drafted, approved by cabinet policy was submitted to the Office of General Council by the relevant Cabinet member on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Office of General Council has approved the drafted policy

The Office of General Council has returned the draft for further revisions

  The approved by Cabinet and General Council policy has been posted on the [policy website](https://www.geneseo.edu/president/college-policies) and has been disseminated to the campus community