**University of Guam**

**Request for Official Action on a Policy or Regulation**

1. **Date of this request:** \_\_\_/\_\_\_/\_\_\_
2. **Destination of request:** (as per governance guidance or manual)

[ ] Board of Regents [ ] President [ ] SVP&P [ ] VPAF/CBO [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BOR Committee: [ ] Academic, Personnel, and Tenure [ ] Budget, Finance, Investments, and Audit

 [ ] Physical Facilities [ ] Student Affairs, Scholarship, Alumni Relations and Honorary Degree

1. **Originating organizational unit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Action proponent name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone: \_\_\_\_\_\_\_\_\_\_\_\_
3. **Action requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Justification supporting action request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Requested effective date of action, if approved:** \_\_\_/\_\_\_/\_\_\_
2. **Manual or document to be altered:**

[ ] BOR Policy

[ ] Academics

[ ] Auxiliary Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Business Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Enrollment Management & Student Success

[ ] Facilities Maintenance & Services

[ ] Graduate Studies

[ ] Human Resources Office

[ ] RFK Library or MARC

[ ] Office of Information Technology

[ ] Office of Marketing & Communications

[ ] Office of Research & Sponsored Programs

[ ] Safety & Security

[ ] Triton Athletics

[ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location of proposed alteration in manual:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Version dated**: \_\_\_/\_\_\_/\_\_\_

1. **Attach:**
	1. Proposed Procedure, Regulation, or Policy language *(in unlocked finalized Word file only, no PDFs).*
	2. Documentation showing reason and appropriate consultation with advisory and/or governance committees has been done.
	3. Documentation of a public hearing, as applicable.
2. **Consultation Record** (as per governance guidance, manual, or courtesy)

***Committee Position Name / Signature (use BLUE ink) Date***

Originating Unit AAC [ ] NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/20\_\_

Appropriate Dean/Director/ Admin [ ] NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/20\_\_

AD HOC Committee [ ] NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/20\_\_

Student Gov Association [ ] NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/20\_\_

Staff Council [ ] NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/20\_\_

Administrative Council [ ] NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/20\_\_

Faculty Senate [ ] NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/20\_\_

Faculty Union [ ] NA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/20\_\_

1. **Administration Approvals** (as applicable)

\_\_\_\_ [name] \_\_\_\_\_\_\_\_\_\_, SVP&P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Approved [ ] Disapproved \_\_\_\_/\_\_\_\_/20\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, VPAF/CBO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Approved [ ] Disapproved \_\_\_\_/\_\_\_\_/20\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, UOG President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Approved [ ] Disapproved \_\_\_\_/\_\_\_\_/20\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair, BOR Comm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Approved [ ] Disapproved \_\_\_\_/\_\_\_\_/20\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair, Board of Regents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Approved [ ] Disapproved \_\_\_\_/\_\_\_\_/20\_\_