

ADMINISTRATIVE POLICIES (TAPs)
New and Revised Policy Request

Complete all sections of this form and submit to taps@duq.edu.

Title of Policy (The title should not include the words “university,” “policy” or “guidelines”):

Is this a new policy or a revision to an existing policy? New Revision

If revision to policy, last revised date:

Does the appropriate Vice President support this request? Yes No Name:

Requested Effective Date:

Is this date flexible? Yes No

If it is not flexible, why not?

Additional History (Include notes regarding past revisions, information about policy origins, etc.):

Responsible University Office:

Policy Contact:

Scope (Who does this apply to? Check all applicable boxes.):

Faculty Staff Students Visitors

Purpose:

Policy (Text box will expand to fit your content. Format the policy as an alphanumeric outline; for example):

- I.
 - A.
 - 1.
 - 2.
 - B.
- II.
 - A.
 - B.
 - C.

Related Information (For example, links to other related TAPs, business operating procedures, departmental guidelines, etc.):

Violations

Violations of this policy will be reviewed on a case-by-case basis and are subject to formal disciplinary action up to and including termination of employment.