

## Policy Impact Statement

***Instructions:** This Policy Impact Statement form informs the HOP Committee about the need for a new or amended policy. The Policy Owner (person authoring the policy) should fill out and submit this form to the Policy Coordinator at the following points in time during the policy development process:*

- For a **new** policy: submit the completed Policy Impact Statement before starting to draft the policy. The HOP Committee will review this form, determine whether the policy is needed, and which division should have responsibility.
- For an **amended** policy: submit the completed Policy Impact Statement before starting to amend the policy. The HOP Committee will review this form and mark the policy as under amendment.
- For both **new** and **amended** policies: once the Policy Owner has completed a policy draft ready for submission to the HOP Committee for review, submit the Policy Impact Statement form along with the policy draft.

Please submit form to HOP Committee Policy Coordinator, Samantha Allen, in care of Angie Coronado, at [Angie.Coronado@utrgv.edu](mailto:Angie.Coronado@utrgv.edu).

Policy Title: \_\_\_\_\_

Is this a request to publish a new HOP policy or amend an existing HOP policy? New: ☐ Amendment: ☐

Policy Number (if amendment of existing policy; leave blank for new policies): \_\_\_\_\_

Policy Owner (name and title of person primarily responsible for authoring the policy draft):

\_\_\_\_\_

Policy Owner Email: \_\_\_\_\_

Policy Owner Phone Number: \_\_\_\_\_

Responsible Executive (name of division with primary responsibility for developing policy):

\_\_\_\_\_

Briefly describe the scope and potential impact of the new or amended policy. Why does UTRGV need to establish a new HOP policy or to amend an existing HOP policy?

Is this policy closely related to any existing UTRGV HOP policies? Find full list of HOP policies at [utrgv.edu/hop/handbook/index.htm](http://utrgv.edu/hop/handbook/index.htm).

Is this a policy change required by a change of an external rule (for instance, an amendment to state statute, new federal rules, amendments to *Regents' Rules*, etc.)? If so, please describe the external rule change prompting the request for a new policy or policy amendment:

**FOR INTERNAL HOP COMMITTEE USE ONLY**

Date Received: \_\_\_\_\_

Submitted to HOP Committee: \_\_\_\_\_

Date Completed	Action
	Policy submitted by Responsible Executive
	Policy approved by HOP Committee
	Policy submitted to Chief Legal Officer
	Policy approved by Chief Legal Officer
	Policy submitted to President
	Policy approved by President
	New/revised policy communicated to campus and posted online