*Fill in all sections and delete highlighted content before uploading this document to PolicyStat. After upload, complete the following information in "Properties" (found in left navigation).*

* *Title (start with “Policy Impact Statement -” followed by policy name)*
* *Owner (your name)*
* *Area (your department/area)*
* *Approval Workflow (3. Impact Statement - appropriate VP division)*
* *Review date: Enter "365"*

*Please delete this highlighted section when completed.*

# POLICY STATEMENT

* *Summarize the Policy's Purpose.*
* *What are the core provisions/requirements?*
* *2-4 sentences*
* *Please delete this highlighted section when completed.*

# REASON FOR POLICY

* *Why does the policy exist?*
* *Legal, regulatory, financial, operational, accreditation, technological, social, etc.*
* *What advantages does it bring to the University?*
* *2-4 sentences*
* *Please delete this highlighted section when completed.*

# OVERVIEW OF POLICY CONTENT

* *State clearly the problem this policy is targeting.*
* *State the ways this policy will solve this problem.*
* *Please delete this highlighted section when completed.*

### Problem

### Solution

# SCOPE OF POLICY

* *Who will be required to adhere, follow and use this policy? Place an "x" in the box before each as necessary.*
* *Please delete this highlighted section when completed.*

|  |  |
| --- | --- |
|  | President |
|  | Vice Presidents |
|  | Deans, Directors & Department Heads |
|  | Area Managers & Supervisors |
|  | Faculty |
|  | Staff |
|  | Students |
|  | Others: |

# IMPACT ON THE UNIVERSITY

* *Answer the questions below.*
* *Please delete this highlighted section when completed.*

## Personnel, Culture and Training:

#### *What resources are needed to implement and maintain compliance with this policy?*

#### *List the cultural or behavioral changes that may apply?*

#### *Are there training requirements for compliance? Explain.*

## Space, Technology and Equipment:

#### *What resources are needed to implement and maintain compliance with this policy?*

## Finance:

#### *Is there a financial cost to implement and maintain compliance with this policy? Explain.*

# Additional Information:

#### *Are there any other resources needed to implement and maintain compliance with this policy not noted above? Explain.*

#### *What are the timing requirements, if any?*

#### *What are the risks of NOT establishing this policy?*

#### *What points of debate could arise throughout this policy's development?*

# STAKEHOLDERS

* *To ensure transparency and obtain appropriate campus input throughout the policy development process, you must consult with members of the UND community (e.g., legal counsel, risk management, equal opportunity, human resources/payroll services, Core Technology Services (CTS), staff, student or university senates or subject matter experts). List the stakeholders that will be consulted during the development of this policy.*
* *Please delete this highlighted section when completed.*

*Ensure you have completed all sections and have deleted highlighted areas before approving this document.*

*Scroll to top of screen and find the yellow "Start Approvals" button. Select it and then write in the pop-up box that appears "For PO Review." The document will automatically route to the Policy Office.*

*Please delete this highlighted section prior to routing forward.*