

Policy Tracking Form

This completed form must accompany all new or revised UAH policies submitted for review and approval.

Policy Information

Policy Name:	Department:
Contact:	Policy Type: (New or Revision)
If revising an existing policy, summarize the proposed (substantial) changes.	
Why are these changes being proposed?	

Existing Policy Review

New and revised policies must be consistent with Board Bylaws, Rules, and Pronouncements, as well as policies of other System campuses. Please check which rules/ policies were consulted while drafting the policy.

- [Board/Chancellor Rules and/or Bylaws](#)
- [UAB Policies](#)
- [UA Policies](#)
- [Other Related UAH Policies](#)

Please specify the name of the policies checked above, and list any known inconsistencies between the proposed policies and the policies that were consulted.

Required Campus Certification:

Please check all that apply:

- Affected UAH Constitutions¹ were consulted and the Policy on Policies Process (if applicable) was appropriately followed.
- UA System, UAH, UA and UAB policies were considered.
- Office of Counsel was appropriately involved in the policy making/ adoption process.

Campus Designee Approval and Comments:

- Policy is consistent with [Board Bylaws, Board Rules and pronouncements](#), Chancellor Rules and pronouncements, and policies of other System campuses²

¹ Affected UAH Constitutions are the administrative or organizational units on UAH's campus that are affected by the proposed policy. Policies applicable to a single administrator or organizational unit/ department (area- specific policies) should follow the administrative chain up through the responsible Vice President. [UAH Policy on Policies](#)

² The President or his/her Campus Designee in consultation with Office of Counsel shall consider where the proposed policy is consistent with Board Bylaws, Board Rules and pronouncements/ Chancellor Rules and pronouncement, and policies of other System campuses. [Board Rule 108](#)