

Policy Review Memo

This memo supports the preliminary and final review of a proposed Institutional Policy as described in our policy on [Institutional Policy Development, Review, and Approval](#). Complete the applicable sections at the preliminary stage, update the memo after stakeholder review, and submit it with the proposed policy text shown in tracked changes when applicable. When completed, submit to presidents.office@unh.edu.

1. SUBMISSION INFORMATION	
Policy Name	
Policy Owner	
Responsible Executive	
Date Submitted	
Review Stage	☐ Preliminary Review ☐ Final Institutional Review
Policy Action	☐ New Institutional Policy ☐ Substantive Amendment ☐ Repeal ☐ Periodic Review
Urgent Publication Requested?	☐ No ☐ Yes Urgent publication is only considered based on legislative, compliance, health and safety, or significant institutional need. Explain below.
Applicable Policy Category (you may select multiple)	☐ Student Policy ☐ Employee Policy ☐ Academic Policy ☐ Research Policy ☐ Operations and Facilities Policy ☐ University Policy ☐ Other:
2. SUMMARY OF POLICY ACTION OR REVIEW	
Issue, Need, Requirement, or Change in Circumstances	
Summary of Proposed Revisions or Action	

3. PROPOSED POLICY REVIEW GROUP AND STAKEHOLDER REVIEW PLAN

List the offices, departments, governance bodies, or other stakeholders proposed for review and consultation.

Office / Department / Governance Body	Point of Contact

4. INSTITUTIONAL POLICY REVIEW COMMITTEE - PRELIMINARY REVIEW (completed by the committee)

Preliminary Review Outcome	☐ Approved to proceed to Stakeholder Review ☐ Returned for revision ☐ Additional stakeholders or considerations identified ☐ Other: [describe]
Committee Notes / Required Follow-Up	
Date of Committee Review	

5. FINAL REVIEW UPDATE

Complete this section after Stakeholder Review and before final submission to the Institutional Policy Review Committee.

Stakeholder Review Completed	
Changes to Stakeholder Review Plan	
Communication / Implementation Plan	

6. FINAL SUBMISSION MATERIALS

☐	Updated Policy Review Memo documenting the completed review
☐	Proposed policy text shown in tracked changes, or clean policy text if submitting a new policy

7. APPROVAL AND ROUTING

Policy Owner		☐ Submitted	
Responsible Executive		☐ Approved for IPRC review	
Institutional Policy Review Committee		☐ Approved for presidential review ☐ Returned for revision	
President		☐ Approved ☐ Not approved	

Note: Approval to proceed with stakeholder review does not constitute approval of the proposed policy action or anticipated revisions. Final adoption, substantive amendment, or repeal requires written presidential approval.