STATEMENT
In accordance with University Procedure 01.01.01.R0.02 Development and Maintenance of University Rules and Procedures, University Rules and Procedures may originate from the designated Contact Office or designated committee for new or revised rules or procedures.

Part of the development process includes completion of this Rule/Procedure Development Form. Written or electronic documentation for development must be provided to the Compliance Office with the attached report. This documentation will be reviewed for development of the rule and/or procedure.

PROCESS
1. Identify need for new or revised rule/procedure.
2. Complete and submit Rule/Procedure Development Form to the Compliance Office
   UCC@tamuc.edu
3. Compliance Officer, Chief of Staff, and Contact Office review Rule/Procedure Form for determination of rule or procedure relevance.

CONTACT
James Vanbebber
Compliance Office
903-886-5996
James.Vanbebber@tamuc.edu

RELATED LINKS
University Compliance Office
- 01.01.01R0.02 Development and Maintenance of University Rules and Procedures
Form

1) **What is the status of the proposed Rule/Procedure?** Please select the appropriate box below.
   - New
   - Revised
   - Deletion

2) **Describe the reason for the new or revised Rule/Procedure or deletion: Could this be better justified as a Departmental Guideline?**

3) **List any other Rules or Procedures this would effect:**

4) **Identify “Subject Area Stakeholders” who will review the Rule/Procedure and provide additional comments or suggestion before final approval:**

5) **Return this report and a draft if available to the UCC@tamuc.edu by indicated due date.**

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FOR COMPLIANCE OFFICE USE ONLY

Reviewed On ____________ Action Plan Needed _______ Action Plan Determination Date __________

Compliance Officer Signature_________________________ Date __________________