

Submitter:

Submitter's Email:

Proposed Rule/Procedure Subject Area:

Date:

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.**

FOR COMPLIANCE OFFICE USE ONLY

Reviewed On _____ Action Plan Needed _____ Action Plan Determination Date _____
Compliance Officer Signature _____ Date _____