SCOPE STATEMENT FOR PROPOSED POLICY

*The purpose of the Scope Statement for Proposed Policy is to guide the development of an academic policy by providing a summary of the proposed policy and ensuring that those who may be affected by the policy are identified, considered, and consulted. Once this Scope Statement is filled out, submit to the University Policy Committee Chair (Vice President of Internal Audit).*

**Policy Working Title**: Click here to enter text.

**Name and Title of submitter**: Click here to enter text.

**Originating Division**: Click here to enter text.

**The Proposed policy is** (mark with X): \_\_\_\_\_NEW \_\_\_\_REVISION

1. **Reason for Policy** (or revision of policy):

*INSERT TEXT*

A previous privacy policy located at (*insert link*)

1. **Policy Summary** (limit 250 words):

This data privacy policy will *INSERT TEXT*

1. **Individuals and entities potentially affected by the policy**: *INSERT TEXT*
2. **Stakeholders to consult during policy development**: *INSERT TEXT*

# Relation to or interactions with other university policies or external policies:

*INSERT TEXT*

1. **Timeline for development and expected date of implementation**:

|  |  |
| --- | --- |
| **Policy Development Step**  | **Completion Date**  |
| Form Policy Team |  |
| Initiate Policy Working Meetings |  |
| First Draft |  |
| Second Draft |  |
| Revisions Completed for Final Draft Review |  |
| Final Draft Published |  |

# Proposed office or body responsible for the policy:

*INSERT NAME, TITLE*