**SIMPSON COLLEGE: Proposal Form to Add or Change an Academic Policy**

1. *Form must be submitted as a Word document.*
2. *Form must be e-mailed by the proposer to* [*epcc@simpson.edu*](mailto:epcc@simpson.edu) *and cc’d to the academic dean and* [*pbcc@simpson.edu*](mailto:pbcc@simpson.edu) *when appropriate.*
3. *Changes and additions will be reviewed by EPCC and directed to the appropriate body.* 
   1. *Changes to constitution and bylaws (part I of the Faculty Handbook) are reviewed by the CNC and approved by the faculty, the president of the college and the board of trustees.*
   2. *Changes to the academic information (part V of the Faculty Handbook) are reviewed by the office indicated in the handbook*
   3. *Changes to academic policies (part IV) and the General Education Curriculum (part VI) are reviewed by EPCC and approved by the faculty.*

**Proposed by**: Click here to enter proposer’s name **Date**: Click here to enter a date.

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| Current policy title and location | (e.g., 2.1.4 Graduation Requirements in Part IV of Faculty Handbook)  Click here to enter text. |
| Current Policy Statement: | Click here to enter text. |
| Proposed Statement: | Click here to enter text. |
| Rationale for Change: | Click here to enter text. |

For use by Dean’s and Registrar’s Office (do not delete)

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| **Task** | **Completion date** |
| Change to Faculty Handbook |  |
| Change to Policy Webpages |  |
| Colleague changes if required |  |
| Catalog copy changes if required |  |