MAP POLICY RETIREMENT FORM

A MAP is to be retired when it is no longer needed or is more effectively combined with or superseded by a board policy, SAM or another MAP. A MAP is considered retired upon documented approval by the responsible party/SME, the appropriate vice president, and the president.

The responsible party/SME shall complete and sign this form and return it to the policy coordinator. The policy coordinator will present this item at the next scheduled University Council meeting.

|  |  |
| --- | --- |
| **Policy Title** | **Policy Number:** |
| **Responsible Party/SME:**  | **Phone:**  |
| **Vice President:**  | **Phone:**  |
| **Requested Effective Date:**  |  |
|  |  |
| **Request disposition of MAP:**  |
| **[ ]  Retire the policy/policy memorandum****[ ]  Retire the policy because it is being consolidated with another policy** **[ ]  Other:**  |
| **Rationale for taking recommended action:**  |
|  **[ ]  Content is no longer relevant (Please provide an explanation in the box below.)** **[ ]  It fits better with another policy or merging of policies (List policies below.)** **[ ]  It does not belong as a governing policy and is better suited relocated to another website** **Location (i.e., division/department procedures, etc.)**  **[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Explanation for rationale:** |
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 Responsible Party/SME Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Vice President Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 President Date