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A MAP is to be retired when it is no longer needed or is more effectively combined with or superseded by a board policy, SAM or another MAP.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