



Drexel University

Statement of Intent to Decommission an Official University Policy

Complete and submit this form to the Director of Policy Compliance at policy@drexel.edu when requesting decommission of a Policy. The Sponsoring Unit must provide a communication plan for this action on this form. The Office of the General Counsel, any identified Affected Units, and the Policy Council will review the request to ensure appropriate decommissioning. If decommissioning is recommended, the Director of Policy Compliance and the Sponsoring Unit will present this form with the included communication plan to the President's Cabinet for review and recommendation to the President.

Upon final approval by the President, the Sponsoring Unit will notify the Director of Policy Compliance and implement the steps identified in the decommissioning communication plan. The Director of Policy Compliance will remove the decommissioned policy from the Policy Directory but will appropriately change the policy status to "Decommissioned" with a decommission date and archive the decommissioned policy in the appropriate systems

Policy Name: _____

Policy Number: _____

Affected Unit(s): _____

Sponsoring Unit(s): _____

Justification for Decommissioning the Policy *(Sponsoring Unit must explain in detail the reason the Policy needs to be decommissioned)*

Communication Plan for Decommissioning the Policy (*Sponsoring Unit must explain how they plan to communicate the decommissioning of the Policy to the Drexel community*)

Note: Sponsoring Unit should consult with Communications to develop an effective plan, detailed plan.

Sponsoring Unit (SU) Representative assigned to lead policy declassification:

Name & Title (Print) – SU Representative Email

Signature: _____ Date: _____

SU Senior Management approved declassification:

Name & Title (Print) – SU Senior Management Email

Signature: _____ Date: _____

SU Representative Submitted this Form to Director of Policy Compliance:

SU Representative – Initial Date:

Sponsoring Unit submits completed form to Director of Policy Compliance at policy@drexel.edu.

Name & Title (Print) – DPC Email

Signature: _____ Date: _____