**PROCEDURE**

**PRO-U1000.10C CANCELLING UNIVERSITY POLICY**

*This procedure applies to the cancellation of university policies that are not replaced by a new policy or combined with another policy.*

**Action by:**

Responsible Officer (or designee)

1. **Identifies** a need for cancelling university policy

2. **Identifies** stakeholder group and **notifies** the group of the plan to **cancel policy**

3. **Coordinates** stakeholder review and **responds** to any questions or concerns

4. **Completes** the *Cancelling University Policy* e-sign form with necessary documentation of stakeholder notification and **submits** it to the University Policy Manager

**Action:**

University Policy Manager

5. **Submits** to University Policy & Rules Review Group

UPRRG

6. **Recommends** approval or disapproval to President

President

7. **Approves** or **disapproves** cancellation

University Policy Manager

8. If approved, **cancels policy, removes** policy from University website and the Policy library, and **maintains** record of policy cancellation

9. If disapproved, **retains** university policy

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**PRO-U1000.10C Cancelling University Policy**