

PROCEDURE

Effective Date: May 10, 2022

Approved By: President Sabah Randhawa

Authority: [POL-U1000.10 Developing, Maintaining and Cancelling University Policies](#)

PRO-U1000.10B 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: Policy Owner (or designee)

1. **Identifies** a need for canceling university policy.
2. **Identifies** stakeholder group and notifies the group of the plan to cancel the policy.
3. **Coordinates** stakeholder review and responds to any questions or concerns.
4. **Completes** the [Policy Impact Statement- Cancelling University Policy](#) esign form including required documentation of stakeholder notification and **submits** the form to the University Policy Manager.

Action by: University Policy Manager

5. **Submits** form to University Policy and Rules Review Group (UPRRG).

Action by: UPRRG

6. **Reviews and recommends** approval or disapproval to President.

Action by: President

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

Action by: 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 and notifies Policy Owner.