

**MEMORANDUM OF REQUEST TO RETIRE A UNIVERSITY POLICY**

To: Matthew Teal, Associate Director, Office of Ethics and Policy

From:

Date:

Re: Request to Retire

I, \_\_\_\_\_, formally request that the Office of Ethics and Policy retire the University Policy entitled, \_\_\_\_\_ for the following reason(s):

- The policy is being consolidated with another policy.
- The content of the policy is duplicated in another policy.
- The content of the policy is being relocated to a University Standard or Procedure.
- The content of the policy is being relocated to a Unit-level Policy, Standard, or Procedure.
- The content of the policy is no longer relevant.

*OPTIONAL: Provide any additional explanation or rationale in no more than one paragraph.*

I understand that, per the University Procedure for Policy Management, my request to retire this policy will be forwarded to the University Policy Review Committee and (as appropriate) the Executive Policy Approval Committee to ensure that any related legal and regulatory requirements are met by other means and to provide notice to address references in other Policies, Procedures, Standards, help documents, and/or training materials.

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Issuing Officer Signature

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Date