



Intake Form for Non-Material Changes to Official University Policies

INSTRUCTIONS

Use this form ONLY for non-material changes to an existing Official University Policy — i.e., updates that do not alter the policy's substance, intent, requirements, or scope (for example: correcting a title, office name, contact information, hyperlink, formatting, or other administrative/editorial updates). Any change that alters the meaning, requirements, or applicability of a policy is a MATERIAL change and must instead go through the standard Policy Compliance Program review process using the Intake Form for Proposed Official University Policies.

Complete all fields below, obtain the required signature from the Sponsoring Unit representative, and submit this form to the Director of Policy Compliance (DPC) at policy@drexel.edu. The DPC will confirm the change is non-material before the update is made and communicated.

GENERAL INFORMATION

Policy Name: _____ Policy Number: _____

Sponsoring Unit(s): _____

Affected Unit(s): _____

Date of Request: _____ Requested Effective Date: _____

SUMMARY OF NON-MATERIAL CHANGE(S)

Describe, in detail, the specific change(s) being made to the policy:

Why is this change considered non-material (i.e., it does not change the policy's substance, intent, requirements, or scope)?

Who is affected by this change, and how were/will they be notified in advance?



Non-Material Change — Communication Plan & Approval

COMMUNICATION PLAN

When approved, this non-material change will be communicated to the University community via (check all that apply):

☐ **Mass Email to University Community**

☐ Faculty/Staff

☐ Faculty/Staff/Students

☐ **Emails Targeted to Affected Units/Stakeholders (specify below)**

☐ **DrexelNow**

☐ Faculty/Staff Edition

☐ Student Edition

☐ **DrexelQuarterly (e-newsletter for faculty/staff)**

☐ **Other Newsletter(s) (specify below)**

☐ **Announcement on Website/Portal (e.g., DrexelOne, Career Pathway) (specify below)**

☐ **Presentation/Training/Information Session (briefly describe)**

☐ **Other (describe below)**

SPONSORING UNIT REPRESENTATIVE APPROVAL

By signing below, I confirm the change(s) described above are non-material and accurately reflect the update being made to this policy.

Name & Title (print): _____

Email: _____

Signature: _____

Date: _____

FOR DIRECTOR OF POLICY COMPLIANCE (DPC) USE ONLY

☐ Confirmed as a non-material change; may proceed without full Policy Council review

☐ Determined to be a MATERIAL change; referred to standard review process

DPC Reviewer (print): _____

Date: _____

Signature: _____