POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy) [3/09]

**Faculty/Staff Handbook [FSH]**
- Addition
- Revision*
- Deletion*
- Emergency

**Chapter & Title:** FSH 4930 – Honorary Degrees

**Administrative Procedures Manual [APM]**
- Addition
- Revision*
- Deletion*
- Emergency

**Chapter & Title:**

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

**Originator(s):** Beth Hendrix, Chair of Commencement Committee

**Telephone & Email:**

**Policy Sponsor:** (If different than originator.) n/a

**Telephone & Email:**

**Reviewed by General Counsel**

1. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

3. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to:

**Policy Coordinator**

**Appr. & Date:**

[Office Use Only]

**APM**

**F&A Appr.:**

[Office Use Only]