

[Example of an Executive Summary – This is to be included with the policy when presented to cognizant VP for approval.]

Memorandum

To: [Name(s) of cognizant VP(s)]

From: [Name of Policy Sponsor]

Date:

Subject: Executive Summary – Proposed Changes to [list policy number and name]

This is a proposal to amend University Policy X-XXX [list number for the University Policy] regarding [subject or title of Policy]. The proposed changes have [include purpose or reason for changes].

If you approve of the proposal, with your signature of approval it should then be forwarded for the approval and signature of President Young, and subsequently submitted for approval of the Academic Senate and Board of Trustees.

It is recommended that the effective date of the amended version be immediately upon approval by the Trustees (or list other date if applicable).

The policy has been reformatted along current University Regulations Library guidelines.

Please contact me at [phone number of policy sponsor] if you have any questions. Thank you.