

**To:** *Address to the appropriate person or group – could be the Vice President or Senior Vice President, the Institutional Policy Committee, the Academic Senate Executive Committee, the Academic Senate, or others*

**From:** *Names and title of people proposing the policy change*

**Policy Owner(s):**

**Date:**

**Re:** *Subject of proposed change*

*This document provides a Regulation Proposal Memo Template for regulation writers to use to present proposed regulation changes or new regulations to the various people and groups in the University who need to be aware of and/or approve the regulation. Proposers of new or revised regulations can use this memo at each point in the regulation development and approval process, including when presenting a proposal to individuals on campus for feedback and when submitting a proposal for approval to University administration, the Institutional Policy Committee, or the Academic Senate. Once the University adopts a proposed new or revised regulation, the final version of the Regulation Proposal Memo presented to the Academic Senate and/or Board of Trustees can be included with the published regulation as the legislative history.*

*The template provides an example of the information that is helpful for decision-makers and the campus community to have about proposed change to regulations; however, policy owners and officer may present this information in any format (e.g. an executive summary, a memo organized in a different way etc.). Once you’ve filled in the template for your policy, delete the instructions in italics.*

**Introduction and Background**

* *List the regulation or regulations being revised*
* *Describe the reasons for the proposed revisions or new regulation. For example, did a state or federal law change? Is there an issue with the current University regulation?*

**Proposed Changes**

* *Describe the proposed substantive changes*
* *Group changes by topic, and for proposals that affect multiple regulations, by regulation*
* *Order the proposed changes from most significant to least significant*
* *Use a bulleted or numbered list*

**Regulation Development Process**

* *Describe how the proposal was developed, including who initiated the proposed policy change and how feedback from stakeholders was solicited and incorporated into the proposal*
* *Describe any campus committees that have reviewed the revised regulation and/or support the proposed revisions*