MEMO

To: UCCS Policy Office

From: [Your Name and Position]

Date: [mm/dd/yyyy]

Subject: [Revision or Creation] of [Policy Title]

1. Key Components of the Final Policy Package

Memo

Clean Copy of Proposed Policy

Redlined Version of Policy

Documentation of Appropriate Approvals

(Detail what specific documentation the policy package includes. E.g., a copy of an email with written approval, meeting minutes documenting approvals, etc.)

Draft Communication to Campus

(This communication should be written by the policy lead and should include any details and training relevant to the policy implementation.)

1. Summary of Policy

Insert summary of the policy.

1. Policy Purpose / Goals

Insert purpose of the policy. (For example - to comply with state or federal law; or to implement Regent Law.)

1. Relevant Procedures and/or Guidelines

List and link relevant procedures and guidelines.

1. Relevant Stakeholder Participation

Please list relevant stakeholders (below is a recommendation of members to include)

Policy Lead:

Subject Matter Experts (As needed):

FERPA Expert:

Research Integrity:

Fiscal Compliance:

Others (As needed):

Legal Representative:

Deans:

Faculty Representative:

Staff Representative:

Student Government Representative:

Other:

VI. Legal Review

a. Do you think legal review would be required for these proposed changes?

i. If no, please explain.

ii. If yes, what is your plan to get the legal review?

b. Date legal review completed:

c. Person completing legal review:

VII. Fiscal Review

Are there any financial (human resources, technology, operations, training, etc.) or other

resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time

for faculty or staff, new systems, or software)? If yes, please explain:

Sincerely,

[Your Full Name]

[Your Position]

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Office of Primary Responsibility]

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[Issuing Vice Chancellor Signature]