**Proposal Summary for a Policy**

**[insert title of proposal]**

**Subject Specification:** *one sentence that states the intent of the proposal*

**Background Information:** *a synopsis of the history of the topic and the circumstances that have led to the recommendation; suggested paragraph topics might include:*

1. *Description of action, including its intended effect*
2. *Conformity of action with mission of sponsoring unit*
3. *Rationale for action*
4. *Effect on current programs, offerings, students, staff*
5. *Scope of action*
6. *Fiscal and staffing impact of action*
7. *Evidence of need and sustainability if establishing*
8. *Provisions for phase-out if inactivating*

**Alternatives and Consequences:** *other options that could be pursued or actions that may occur if this proposal is not approved*

**Specific Recommendation and Justification*:*** *the preferred action and the rationale that supports that choice*

**Timetable and Actions Required:** *a chronology of actions required to approve the proposal with an anticipated implementation date for each action*