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## MEMO

TO: Dr. Atma R. Sahu  
Chair, Academic Curriculum Standards, Policies & Procedures Committee

Dr. Stephen Providence  
Dr. Katherine Cameron

FROM: Dr. Tracey L. Murray  
Chair, General Education Subcommittee

Date: February 4, 2019

RE: Policy Proposal Template

During the fall 2018, a work group was convened as per the request of the Curriculum Standards and Policies Committee (CSPC). Dr. Tracey L. Murray received initial input from Dr. Sahu who provided samples of policy templates to begin the CSU draft. Dr. Providence and Dr. Cameron met along with Dr. Murray to work on the draft.

The purpose of the policy proposal template is to provide the framework for the policy portion of the CSPC. Dr. Murray presented the draft to the CSPC in January and was asked to make updates and represent during the February 2019 CSPC meeting.

Respectively submitted.



**CURRICULUM STANDARDS AND POLICIES COMMITTEE  
POLICY PROPOSAL TEMPLATE**

*\* A new policy, amended, and or phase-out must be submitted by a unit or committee*

<b>Policy Name:</b>	
<b>Policy Number Proposed</b> <i>(aligned to the USM framework as applicable):</i>	
<b>Indicate which academic area is impacted.</b> <i>Check all that apply</i>	<input type="checkbox"/> Institution <input type="checkbox"/> Division <input type="checkbox"/> College <input type="checkbox"/> School <input type="checkbox"/> Department or Program
<b>Who will utilize?</b>	<input type="checkbox"/> Administration <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Students
<b>Status:</b>	<input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Phase-Out
<b>Date Adopted:</b>	

1. **Policy Abstract:**
2. **Justification for the policy:**
3. **Definitions or Key Terms:**
4. **Policy language:**
5. **References:**
6. **Crosswalk or associated policies** *(Include applicable USM, MHEC, CSU and professional standards/guidelines):*
7. **Are there any implications associated with the policy change** *(If this policy was previously named and now is replaced with this new policy):*
8. **Procedures to guide the policy:**
9. **Proposed implementation date:**
10. **Plan to disseminate policy:**
11. **Any other details that may help the administrators, faculty, students and/or staff.**
12. **Proposed date to review for policy impact:**
13. **Oversight / Monitoring:**



**GUIDELINES**

**Policy Name:** The primary means of identifying, locating and referring to a policy.

**Date Adopted:** Date the policy was first posted on the policy repository website.

**New:** The policy is first proposed and submitted.

**Amended:** Revisions are made to the policy.

**Phase Out:** The policy will become ineffective/outdated.

**GUIDELINES FOR ITEMS 1 – 13**

1. **Policy Abstract**  
This section broadly describes the policy's main requirements. This section should be no more than 200 words.
2. **Justification for the Policy**  
This section should state the purpose and rationale, citing any legal or regulatory reasons for this policy.
3. **Definitions or Key Terms**  
This section includes the explanation of any terms used in the policy.
4. **Policy Language**  
Insert policy using a standard outline format (i.e., I.A.1.a).
5. **References**  
This section may list references and resources that guided the policy.
6. **Crosswalk or Associated Policies**  
This section may list any links related to the university, USM and MHEC policy documents, and other related documents.
7. **Implications**  
This section should detail the persons, names and how or why the policy should be renamed. The policy impact and financial implications should be addressed.
8. **Procedures**  
This section should detail any associated steps required to assist with the functionality of the policy. Indicate if any other department should be included in the implementation.
9. **Proposed Implementation Date**  
The date proposed to begin using the policy.
10. **Plan to Disseminate Policy**  
Describe the plan to inform stakeholders, including specific websites that may be used to disseminate the policy.
11. **Any other details that may help the . . .**  
Provide any other relevant information here not addressed in the other sections.
12. **Proposed date for . . .**  
Provide a date to review the policy impact.
13. **Oversight and monitoring**  
Provide the unit, program and/or committee that will provide oversight and monitoring.