**MEMORANDUM**

**TO:** MSU Denver Policy Advisory Council

**FROM:** [Proposal Contact’s Title and Name, Office]

**DATE:** [Current Date]

**RE:** Proposed President’s [insert policy name] Policy

The [Office of…] proposes a President’s operational policy on [Policy Name]…

**Related Documentation and Support**  
**Policy Sponsor:** [MSU Denver office, organization or individual]

**Policy Contact:** Please contact [Proposal Contact’s Title and Name] at [email] or [phone] with recommendations and questions on this policy proposal.

**Background Information:** [Reason for policy or revision]

**Resources:** [Any impacts to other departments or resources, including space, personnel, or equipment, needed to support the policy]

**Prior Review**

The following individuals or groups have reviewed this policy:



Thank you to MSU Denver Policy Advisory Council members for providing your recommendations and expertise. We appreciate the opportunity to work with you.

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**MSU Denver Policy Proposal**

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| *The following template serves as a guide for the MSU Denver community to develop University-wide policies—broadly applicable statements of basic principles that direct the activities of the campus community toward institutional goals; promote compliance with external rules, regulations, and requirements; support University operations; and/or reduce institutional risk.*  *NOTE:* Procedures*,* Definitions*,* Exceptions*,* Sanctions, Forms *and* Related Information *may be omitted if those categories do not apply to a specific policy and may be revised as necessary to conduct business operations.*  *For more info, visit* [*www.msudenver.edu/policy*](http://www.msudenver.edu/policy) *or contact the Policy Administrator in the Office of General Counsel at* [*policy@msudenver.edu*](mailto:policy@msudenver.edu)*.* |

# **Introduction**

* **Policy Title:** [A brief, descriptive heading for the policy]
* **Authority:** Colorado Revised Statutes (C.R.S.) § 23-54-102, *et seq*. (2022) authorizes the Trustees of Metropolitan State University of Denver (“MSU Denver” or “University”) to establish rules and regulations to govern and to operate the University and its programs. The MSU Denver Trustees retain authority to approve, to administer, and to interpret policies pertaining to University governance. The MSU Denver Trustees authorize the MSU Denver President to approve, to administer, and to interpret policies pertaining to University operations.
* **Purpose:** [Brief summary of the main goals or content of the policy. The purpose may include the problem or conflict the policy is designed to resolve and should reference regulatory or legal reasons for the policy, if applicable.]
* **Scope:** This policy applies to [MSU Denver employees, students, and departments].

# **Roles and Responsibilities**

* **Responsible Executive:** [The title of the University officer or other authorized institutional official responsible for providing high-level oversight and stewardship of the policy]
* **Responsible Administrator:** [The title of the University officer responsible for overseeing operation of the policy]
* **Responsible Office:** [The department, office, or organization responsible for operating the policy and overseeing communication, training, and assessment of the policy.]
* **Policy Contact:** [The title of the individual or office to contact with questions on the policy]
* **Additional Roles and Responsibilities:** [Other roles and responsibilities needed to administer the policy, if necessary]

# **Policy and Procedures**

* + **Policy Statement:** [The full text of the policy. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they should know what the policy is and how it extends to the university. How-to procedures can be elaborated in the *Procedures* section.]
  + **Procedures:** [The step-by-step actions required to operate or comply with the policy.]
  + **Definitions:** [Any specialized terms in the policy are defined in this section.]
  + **Exceptions:** [Any exceptions or the process for requesting an exception.]
  + **Sanctions:** [Any sanctions, such as disciplinary action of employees or students and/or civil or criminal penalties.]

# **Related Information**

List other policies, procedures, forms, or information, such as legal or regulatory information, that should be cross-referenced.

* + Related Policies or Procedures
  + Related Rules, Regulations, or Requirements
  + Related Forms or Templates
  + Related Websites

# **History**

* **Effective:** TBD
* **Revised:** [Date(s) of major or minor revisions, if applicable]
* **Revision Notes:** [Brief summary of revisions, if applicable]
* **Review Schedule:** This policy will be reviewed every five years or as deemed necessary by University leadership.

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| **Policy Review and Approval**  **MSU Denver Policy Advisory Council Review Date:**  **MSU Denver Community Review Dates:**  **MSU Denver President’s Cabinet Review Date:**  **MSU Denver President Approval Date:**  **Board of Trustees Approval Date (if applicable):** |