

## EXECUTIVE SUMMARY

USU Policy XXXX: [Policy Name]

Category:

Subcategory:

Covered Individuals: Responsible

Executive:

Policy Custodian:

*For each section below, summarize the highlights of the new policy using the suggested questions as guidelines.*

### BACKGROUND:

*Why is this change necessary?*

Why is this policy being created/revised?

How does this policy/amendment align with USU's mission?

How will this policy impact the USU community?

What regulations and USU policies will this policy/amendment impact? How did you assess the risk associated with the absence of this policy/amendment?

### KEY PROVISIONS OF THE NEW/REVISED POLICY:

*What has changed?*

What new requirements or objectives are covered in this policy?

What substantive difference is covered in this amendment?

What stakeholder groups provided input into the draft? How was the feedback evaluated or incorporated into policy?

### IMPLEMENTATION PLAN:

*How will you implement the new policy?*

How will you communicate this change with stakeholders and the campus community?

What procedures will need to be updated due to this policy/ revision? *Please attach a copy of updated or current procedures.*

What financial or other resources will be required to implement and sustain this policy?