

COVER SHEET FOR POLICY RECOMMENDATIONS

- 1. TITLE OF DOCUMENT: _____
- 2. PROPOSED EFFECTIVE DATE: _____
- 3. SUMMARY OF PROPOSAL: _____

If appropriate, attach additional sheets. Include rationale for proposal, budgetary and other consequences of proposal, etc.

- 4. DRAFTING PROCESS:
 - PRESIDENT
 - CHANCELLOR
 - GENERAL COUNSEL
 - CONSTITUENCY BODY
 - VICE CHANCELLOR FOR _____
 - HUMAN RESOURCES
 - GRADUATE SCHOOL
 - OTHER _____

Attach any relevant documentation regarding the consultation.

- 5. SUBMISSION PROCESS:
 - NEW PROPOSAL: Submit complete document in both hard copy and electronic form.
 - REVISION: Submit section being revised. If revisions appear throughout, submit complete document. Strikeout passages being deleted [~~deleted~~] & underline passages being added [underline]. Submit in both hard copy & electronic form.

6. SUBMITTED BY: _____ DATE: _____
TITLE: _____

7. APPROVAL PROCESS:	Signature	Date
Executive Administrator:	_____	_____
SIUC Policies & Procedures:	_____	_____
General Counsel:	_____	_____
<i>Per General Counsel Review:</i>	<input type="checkbox"/> Requires Presidential Approval	
	<input type="checkbox"/> Does Not Require Presidential Approval	
Chancellor:	_____	_____
President:	_____	_____