

**Executive Summary**

**Policy Title:**

**Responsible Unit:**

**Issuing Officer:**

**Month Submitted for Review:**

**Policy Summary**

*Briefly (1-3 sentences or bullet points) answer the general question, what is this policy about?)*

**Proposed Revisions**

*Briefly (no more than 4-5 sentences/bullet points) recount the revisions or updates to the policy. Substantive revisions may require their own bullet point whereas general formatting can be condensed into one sentence/bullet (i.e. “Non-Substantive edits including: corrected minor typos, removed ALL CAPS text, and reformatted section B”)*

**Interpretation/Implications of the Revisions**

*Describe your reasoning for the proposed revisions, procedural or practical implications stemming from the revisions, and anything else you think other units need to know about the policy changes.*

**Stakeholders Impacted by the Revisions**

*List all stakeholders in the Carolina Community who will be affected by the proposed revisions.*

**Legal Review by Office of University Counsel**

*OUC should review all new or significantly modified policy documents prior to publishing. Please list the name(s) of the attorney(s) from OUC you consulted to review the proposed revisions.*

**Review History**

*Please list all units/schools that have been consulted in these policy revisions.*

**Next Review Date**

*Please specify what date you would like this policy document to be reviewed. The default is 1 year away, especially for policy documents that change frequently or are higher in risk. The maximum is 3 years away. You may choose a month that works best for your schedule and does not have to be from today’s date.*