

**PR Template Instructions:** This template is intended for use in connection with the drafting of new or revised PRs. Please note that the PR review process box must accompany all PRs that are submitted to the CCM. The PR review process box should be tailored to reflect the various approval entities or individuals who participate in the process of reviewing and commenting upon and/or approving PRs by filling in the name of the appropriate body within the brackets and adding pertinent dates related to the review in the underlined area. Relevant administrative bodies may be the faculty, staff or student senates, etc. Relevant committees or other bodies may be university standing committees or advisory committees deemed appropriate by the chancellor's cabinet officer submitting the PR for final CCM/CCO approval/action. Brief comments about recommendations made by reviewers may also be added.

Note that the attached template contains a History and Related Information Box that precedes all PRs, followed by the Times New Roman outline format that is required for all PRs.

N.B. When using this template, please delete this entire instruction prior to submitting your proposed new or revised PR.

**PROPOSED REVISION TO:** REG/POL ##: Title of Reg/Pol

**Rationale:**

**Consultation Process:**

\_\_\_\_\_ [Insert Title of Administrator who initiates review of PR] authorizes transmittal of PR for review

\_\_\_\_\_ General Counsel preliminary review

\_\_\_\_\_ [Relevant UNCP administrative body] review, if applicable

\_\_\_\_\_ [Relevant UNCP committee or other body] review, if applicable

\_\_\_\_\_ General Counsel final review, if changes have been made

\_\_\_\_\_ CCM, or official with delegated authority to review PR

\_\_\_\_\_ General Counsel (recommendation/notification), if applicable

\_\_\_\_\_ Board of Trustees (approval/notification), if applicable

## PR TEMPLATE

PR #00.00.00 [inserted by General Counsel for Polices and Regulations]

[Title of policy or regulation]

**Authority:** Issued by \_\_\_\_\_. Changes or exceptions to administrative regulations issued by the \_\_\_\_\_ may only be made by the \_\_\_\_\_.

**History:** First Issued: \_\_\_\_\_, 20\_\_\_\_. Last Revised: \_\_\_\_\_.

**Related Policies:** [insert hyperlinks to PRs, Board of Governors, Board of Trustees or GA policies and regulations]

**Additional References:** [insert statutory references, website references, forms or other related information, with hyperlinks as appropriate]

**Contact Info:** List title of person and their office to contact to obtain information about the PR, with telephone number.

**Note: PRs shall be submitted to the Office of the General Counsel as a .doc file. The sections should all be left justified to accommodate and facilitate posting on the PR website. Only links to PRs or forms are allowed within the body of the PR. The “Section Title/Heading” should be boldfaced. Please delete this instructional notation prior to submitting your proposed new or revised PR.**

### **1. [Section Title/Heading]**

#### 1.1 [Section Sub-title/Sub-heading]

1.1.1 [Subject title, if necessary]

1.1.2 [Subject title, if necessary]

1.1.3 [Subject title, if necessary]

#### 1.2 [Section Sub-title/subheading]

1.2.1 [Subject title, if necessary]

1.2.2 [Subject title, if necessary]

1.2.3 [Subject title, if necessary]

Additional sections may be added in the above outline format

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