

## Memorandum

**TO:** Ms. Valerie Coleman-Ferguson, Associate General Counsel -UHS

**FROM:** \_\_\_\_\_

**SUBJECT:** Legal Counsel Policy Review

**DATE:** \_\_\_\_\_

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**NOTE:** This form should be completed prior to introducing a new policy or a policy with **significant** revisions to a shared governance committee. Please consult [Administrative Policy MAPs 01.A.01](#) for additional information or email [ZellnerS@uhcl.edu](mailto:ZellnerS@uhcl.edu) with questions.

**Policy Title:**

*(If existing policy, link old policy and include policy number)*

\_\_\_\_\_

*(Select One)*

**Review Requested:**

New Policy

Revision to Existing Policy

**Responsible Person /  
Subject Matter Expert:**

\_\_\_\_\_

**Contact No:**

\_\_\_\_\_

**Requested by (date):**

**Date Submitted:**

\_\_\_\_\_

\_\_\_\_\_

**Rationale for new policy  
/ revision to existing  
policy (attach more  
pages as needed)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACHMENTS:**

MS Word Version of the Policy  
or Red line Version for a revision

[Attachment A – Table of  
Changes](#) *(For existing policies  
only)*