How to Draft a Policy Proposal

The policy proposal merge template provides you with the standard format for drafting and submitting a change to *Common Manual* policy to the Policy Committee (PC). To draft a policy proposal, open the attached merge template. Use the F11 key to move from section to section and enter the appropriate information described below.

Type - provide the type of change: Federal, Correction, Guarantor, or Organizational.

Date - provide the date will you submit the proposal to the Policy Committee.

Subject - provide the subject of the change.

Affected Sections - provide the *Common Manual* section/subsection number and title that is affected by each proposed change.

Policy Information - leave blank; Committee member will enter reference numbers.

Effective Date/Trigger Event - include the effective date of the change and the event from which the date should be triggered.

Basis - If applicable, cite the law, regulation, DCL, or other guidance from which the change is drawn. A basis is required for a Federal proposal.

Current Policy - summarize the current *Common Manual* policy.

Revised Policy - summarize the how the change will revise the current policy.

Reason for Change - summarize the rationale for the change.

Proposed Language - Common Manual:
- Directional Statement - provide the manual cite, page number, column, and paragraph number that show where the change is to be made. Include all sections in the manual that need to be updated for consistency.

- Copy exactly, the *Common Manual* language from the section or subsections in which you are proposing a change. Then, revise the current language with the change, identifying proposed deletions of current language with strike-outs and additions of language with underlines.

Proposed Language Common Bulletin - reiterate the change in the policy and describe all of the policy changes in a format in which you would like to see it in a guarantor newsletter or bulletin.

Implications - summarize the implications of the change to the borrower, school, lender/servicer, guarantor, and Department of Education.

After entering the information above, save the file with same name as your subject. Submit the proposal to the chair of the PC. Provide your company name, and your contact's name, phone number and email address so that the PC proponent can keep you apprised of its progress.