

**What campus policy would you like to change or enact?**

**Where does/would the policy “live”?** What document would contain text of the policy? (ex: Student Code of Conduct, Student Handbook, Residence Hall Rules, etc.)

**What body has the power to make such changes?** (ex: Office of Student Affairs, University Senate, Residence Hall Association)

**Who is in charge of or involved with the body mentioned above?** (ex: Linda Clement - Vice President of Student Affairs, Martha Smith - Chair of University Senate, Members of the Senate Student Conduct Committee)

**When/where would be an appropriate time/place to propose your new policy?** (ex: During “new business” agenda item at next University Senate meeting - Wed. 3/20/13, In a private meeting with Linda Clement before the end of the semester)

**Who else should be involved with or attend proposal meeting?** (ex: Student Body President, Parent of an overdose victim, National SSDP staff, Undergraduate Senators, etc.)

**Why is this new or changed policy necessary and urgent?**

**Preparing for your proposal meeting.** We suggest that you put together the following items in a document that you can use to reference during the meeting and that you can leave with the person you're meeting with.

- Summary of the issue
- Current policy language
- Proposed policy language
- Statement of need (why is this in the best interest of your campus community?)
  - statistics
  - testimonials
- Examples from other schools
  - text of policies
  - contact information
- Frequently Asked Questions

### **What is important to the decision maker?**

- Does their department have a mission statement?
  - Who's opinions do they value? Students? Parents? Alumni? Other school administrators?
  - Can you reference the stated purpose/values of the governing body or decision maker?
  - Does your school have a statement of values?
  - Is there a statement about the purpose of disciplinary actions for drug policy violations?
- TIP: see if there is any mention of student health/safety/wellbeing or about involving students in decision making/governance?

### **What concerns (legitimate or not) can you anticipate?**

- "I don't have control over this policy"
- "This is something we already do"
- "I don't share your belief that this is a problem at our school"
- "This policy isn't up for review for another 2 years"
- "This change would conflict with state/federal law"

### **Following up.**

During your meeting, ask the decision maker when you can expect to hear from them about this again? Or if the action is on you, make sure you restate what actions you will take by when and when/how you will be back in touch with the decision maker.

## **NEXT STEPS**

Use this space to note who needs to do what next and by when, including any important dates/deadlines (ex: end of semester, upcoming Senate meetings, etc.)