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|  | **Policy and Procedure** **Approval Form** |

|  |  |
| --- | --- |
| **Name of Policy or Procedure:** |  |
|  |  |
| **Policy number (if revision):** |  |
|  |  |
| **Policy Action (indicate one):**  | [ ]  New [ ]  Revision [ ]  Rescission |
|  |  |
| **Procedure Action (indicate one):** | [ ]  New [ ]  Revision [ ]  Rescission |
|  |  |
| **General Informational Change (indicate one):**  | [ ]  New [ ]  Revision [ ]  Rescission |
|  |  |
| **Interim Change:**   | [ ]  Policy [ ]  Procedure  |
|  |  |
| **Publication Status (indicate all that apply):**  | **[ ]** Employee Handbook |
|  |  |
|  | **[ ]** College Catalog/Student Handbook |
|  |  |
| **Responsible Office:** |  |
|  |  |
| **Consulted with Stake Holders? Yes** **[ ]  Who?** |  | **N/A** **[ ]**  |
|  |  |
| **Reason for the policy, procedural, or general informational change (check one or more reasons below):** |
|  |  |
| **[ ]** State or Federal Law / Regulation (attach supporting documents) | **[ ]** Best Practice |
|  |  |
| **[ ]** Risk Mitigation [ ]  Minor Edits [ ]  Other: |  |
|  |  |
| **Description of reason (briefly summarize details):**  |

**Approval and Routing Process**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date Rcvd.** | **Date Fwd.** | **Signature / Comments** |
| 1. Responsible Office / Policy Owner |       |       |       |
| 2. Editorial Content Manager |       |       |       |
| 3. Policies and Procedures Manager **(STOP for Informational Changes only)** |       |       |       |
| 4. Comment Period - Policy Shared with College Community |       |       |       |
| 5. Policies and Procedures Committee |       |       |       |
| 6. General Counsel **(for review only**) |       |       |       |
| 7. President or Designee **(Policies Only)** |       |       |       |
| 8. Board of Trustees **(Policies Only)** |       |       |       |

**For Policies and Procedures Manager Use Only**

**Date Website Updated: Online Changes Confirmed:**

**Date Hardcopy Updated: “Updates” Website Updated:**

**Policy List Updated (if needed):**