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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):**