

This is the most current form. 4-16-15

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): _____