

POLICY APPROVAL TRANSMITTAL FORM

Policy Name: _____

Policy No: * _____

Point of Contact for Policy: (Dept/Division/Name)

*Leave blank if new policy

☐ New Policy

☐ Update of Existing Policy

☐ Deletion of Policy

Directions:

- If updating an existing policy, make all revisions and comments to the Word version of the policy, with track changes turned on.
- Submit a new policy in the format shown in policy 1.100.
- Complete this policy approval transmittal form and submit to the President's or appropriate Vice President's office with the revised or new policy.

Area of Responsibility (choose one):

President

VP for Academic Affairs

VP for Student Affairs

VP for Finance and Admin.

VP for Institutional Research
and Effectiveness

Legal Review Required? ☐ Yes ☐ No Date completed:

SBOE Approval Required? ☐ Yes ☐ No Date completed:

Faculty Senate Use Only

Date of Full Senate Approval:

Date sent to VP for Academic Affairs:

Faculty Senate Chair Signature:

Review & Recommendation:

Approved	Not Approved	Revision Suggested	Signature	Date
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VP for Academic Affairs

VP for Student Affairs

VP for Finance & Admin.

VP for Institutional Research &
Effectiveness

Other Coordinating Offices:

The Point of Contact (individual or office revising or creating the policy) is responsible for routing the policy to all Coordinating Offices. If a Coordinating Office approver has comments or suggested revisions, add to the policy with track changes turned on and send to the President's or responsible Vice President's office. If revisions are accepted, a new draft will be distributed for review. Vice President approvers submit revised policies to Administrative Services for routing.

President's Use:

- ☐ Approved
☐ Not Approved

Signature

Date

Administrative Services Office Use Only

Updated on Policy site:

Updated by:

Announcement posted on Intranet site:

SBOE Agenda Submission Date:

SBOE Approval Date: