

Administrative Update to Adopted Policy

This form is to be completed by the Policy Author when requesting an administrative update(s) to an adopted Policy. Please complete the items below for consideration by the Policy Advisory Committee. Attach supporting documentation if applicable.

Policy Title: _____ Policy No.: _____

Responsible Policy Author: _____ Phone No.: _____

Responsible Policy Department: _____

1. Reason for administrative update(s) to Policy; include any external or internal triggering events, such as an update in federal regulations, addressing a new risk, etc.:

2. If there are specific updates to the Policy, please indicate what those updates are by attaching a copy of the original Policy, and:

- Indicating what the language updates are within the Policy;
- Identifying updates to any links, forms and/or attachments in the Policy.

Policy Author's Signature

Date

Dean/Director's Signature

Date

Vice President's Signature

Date

Chair, Policy Advisory Committee

Date

President's Council Recommendation: Yes _____ No _____

Date: _____