**Policy Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This transmittal form should be used to document the development of all new policies.

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| **STEP** | **1** | **CREATED AND RECOMMENDED BY GOVERNANCE COMMITTEE**  -or-  Committee:  Date approved:  Committee Chair’s Signature: | **CREATED AND RECOMMENDED BY DEPARTMENT**  Unit:  Date approved:  Unit Manager’s Signature: |
| **2** | **REVIEWED AND APPROVED BY VICE PRESIDENT**  Vice President (Print):  Date approved:  Vice President Signature: | |
| **3** | **REVIEWED BY PROVOST\***  Provost’s Signature: Date Approved: | |
| **4** | **APPROVAL BY PRESIDENT’S CABINET**  *All new policies must be reviewed by the Cabinet and recommended for approval by the President:*  Date sent back for further deliberation:  President’s Signature: Date Approved:  *Provost’s office forwards this form, the policy and procedure to OIE for notice in the College Leadership Council Report, uploading to the Policies Website, paper/electronic archiving and entry on the Integrity Committee Review Worksheet* | |

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| **Responsible office (Check only one)** | **Offices directly affected by the policy\*\* (Check all that apply)** | **To be published in** |
| □ Academic Advising | □ Academic Advising | **(Check all the apply)** |
| □ Academic Affairs | □ Academic Affairs | □ Catalog |
| □ Accessibility Services | □ Accessibility Services | □ Graduate Catalog |
| □ Administration | □ Administration | □ Policies Website |
| □ Board of Trustees | □ Board of Trustees | □ Faculty Handbook |
| □ Bookstore | □ Bookstore | □ Staff Handbook |
| □ Business Services | □ Business Services | □ Student Handbook |
| □ Business, Management and Advanced Manufacturing | □ Business, Management and Advanced Manufacturing | INSTRUCTIONS:  *\*Please remember to submit both printed and electronic copies of the policy and transmittal form to the Provost.*  *\*\*Remember that policies and procedures must be reviewed by the offices directly affected by the policy and procedures prior to approval.* |
| □ Campus Safety & Security | □ Campus Safety & Security |
| □ Career Services | □ Career Services |
| □ Compliance | □ Compliance |
| □ Continuing Education | □ Continuing Education |
| □ Economic & Strategic Development | □ Economic & Strategic Development |
| □ Enrollment | □ Enrollment |
| □ Facilities | □ Facilities |
| □ Financial Aid | □ Financial Aid |
| □ General Education Dept. | □ General Education Dept. |
| □ Health and Natural Sciences Dept. | □ Health and Natural Sciences Dept. |
| □ Human Resources | □ Human Resources |
| □ Information Technology | □ Information Technology |
| □ Institutional Advancement | □ Institutional Advancement |
| □ Institutional Effectiveness | □ Institutional Effectiveness |
| □ Library | □ Library |
| □ Marketing & Communications | □ Marketing & Communications |
| □ Nursing Department | □ Nursing Department |
| □ Online Studies | □ Online Studies |
| □ Physical Facilities | □ Physical Facilities |
| □ Registrar | □ Registrar |
| □ Social and Educational Sciences Department | □ Social and Educational Sciences Department |
| □ Student Services | □ Student Services |
| □ Other (please specify): | □ Other (please specify): |