

Attachment B: Cover Page

PROPOSAL TO ADD NEW OR CHANGE EXISTING POLICY AND PROCEDURES

Select One:

ADD NEW

- 1. Complete Attachment B (this page)
- 2. Complete Additional Information (page 3)
- 3. Attach proposed policy and procedures for review and approval

CHANGE EXISTING

- 1. Complete Attachment B (this page)
- 2. Complete Additional Information (page 3)
- 3. Attach "Ramseyer Version" and "Final Version" as specified in the Guidelines for Establishing Campus Policies and Procedures

DELETE EXISTING

- 1. Complete Attachment B (this page)
- 2. Attach justification for deletion

POLICY TITLE:

Responsible Office Information

NAME/TITLE:

DEPARTMENT/SCHOOL/COLLEGE/OFFICE:

TELEPHONE:

E-MAIL:

Responsible Executive

NAME/TITLE:

TELEPHONE:

E-MAIL:

Recommend / Not Recommend

Dean/Director

Date:

Recommended / Not Recommend

Vice Chancellor

Date:

Approve / Disapprove

Chancellor

Date:

POLICY NO / DATE: To be assigned by OVCAFO upon receipt of approved proposal