



# POLICY / PROCEDURE CHECKLIST

Complete all Sections and send together with the pdf version of the draft Policy/Procedure to the Facilitator.

**1. DISTRICT OFFICE FACILITATOR**

**DATE**

*Indicate who can be contacted regarding this submission.*

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**2. TITLE OF POLICY or PROCEDURE**

**3. POLICY / PROCEDURE NO.**

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**4. REVIEW SUMMARY / DEVELOPMENT**

***Identify what outcome is to be achieved with this revised, deleted, new policy or procedure***

Reason for Submission	Yes	Comment:
New Policy or Procedure		
Update of existing Policy or Procedure due to:		
<ul style="list-style-type: none"> <li>• Legislation change (<b>State or Federal</b>)</li> </ul>		
<ul style="list-style-type: none"> <li>• Regulation Change (<b>Title V</b>)</li> </ul>		
<ul style="list-style-type: none"> <li>• Procedural change</li> </ul>		
<ul style="list-style-type: none"> <li>• Other</li> </ul>		

**5. ACADEMIC SENATE (10 +1) INFORMATION ONLY**


**6. COMMUNICATION AND IMPLEMENTATION PLAN:**

UPON COMPLETION OF POLICY REVIEW OR REVISION, A DISTRICTWIDE EMAIL WILL BE SENT AND THE POLICY AGENDIZED FOR THE NEXT BOARD MEETING FOR REVIEW AND APPROVAL AT THE SUBSEQUENT MEETING.

**7. VETTING STATUS- EA USE ONLY:**

DO-ADMINISTRATIVE COUNCIL:  
 DO-CHANCELLOR'S CABINET:  
 DO-CONSULTATION COUNCIL:

**8. BOARD USE ONLY:**

First Reading / Recommendation:  
 Second Reading / Approval:  
 Date Posted to BPM / Website:  
 Districtwide Email Sent: