

## POLICY APPROVAL

## REQUEST

Red Deer College

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The information on this form is personal information and must be protected in compliance with the provisions of FOIPP.

SECTION 1 – To be completed by the Officer Responsible and emailed to the President’s Office along with an electronic copy (Word version) of the final policy and a copy of the Policy Cover Sheet.

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| --- | --- |
| POLICY NAME | SUBMITTED BY |
| DATE | POLICY ATTACHED [ ]  |
| OFFICER RESPONSIBLE (Refer to Officer Responsible in the policy.) |
| [ ]  New Policy | [ ]  Revised Policy | RESCINDED POLICY/STANDARD PRACTICE |
| Approval of Recommending Authority – Please check [x]  all that apply  |
| [ ]  Academic Council | DATE APPROVED |
| [ ]  Deans’ Council | DATE APPROVED |
| [ ]  Service Council | DATE APPROVED |
| List changes, if any, made from recommendation motion: |
|  |

SECTION 2 – To be completed by the President and forwarded to the Office of Strategic Planning and

Analysis

|  |  |
| --- | --- |
| PRESIDENT’S SIGNATURE | DATE OF APPROVAL |
| [ ]  Electronic copy (Word version) of final policy forwarded to Strategic Planning and Analysis |

SECTION 3 – For Strategic Planning and Analysis

|  |  |
| --- | --- |
| [ ]  Posted to website | DATE  |
| SECTION: |

 12/16