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## POLICY COVER

## SHEET

This policy cover sheet accompanies draft policies when they are circulated for consultation and for approval by the Recommending Authority. The cover sheet is also sent, together with the Policy Approval Request Form, when the policy goes forward to the President for approval.

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| POLICY NAME | POLICY CONTACT |
| DATE | |
| RATIONALE  *Why is the policy needed (new policies)? OR*  *Why are changes to the policy required (revision to existing policy)?* | |
| SUMMARY  *Summarize the changes made from the previous policy (revision to existing policy).* | |
| CONSULTATION PROCESS  *Describe the consultation process* | |
| COMMUNICATION  *Describe the plan for communicating the new/revised policy.* | |
| IMPACT ON OTHER POLICIES  *Are there any policies or standard practices being rescinded or incorporated into this policy?*    *Is the policy consistent with other RDC policies? List any other policies that need to be updated to harmonize them with the information in this policy.* | |
| COMMENTS  *Add any additional information here.* | |

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