Logo

Description automatically generated

Red Deer Polytechnic

100 College Blvd.

Box 5005

Red Deer, Alberta

CANADA T4N 5H5

Telephone: 403.343.4066

Fax: 403.342.3576

Website: [www.rdpolytech.ca](http://www.rdpolytech.ca)

## POLICY COVER

## SHEET

This form shall accompany draft policies when they are

* circulated for feedback,
* provided to Academic Council, Deans’ Council or Service Council for review, and
* provided to the President for approval along with the Policy Approval Request Form and proposed policy

|  |  |
| --- | --- |
| POLICY NAME | POLICY CONTACT |
| DATE | |
| RATIONALE  *If a new policy is being proposed, what are the reasons why it is necessary?*  *If the policy is being revised, what are the reasons for the revisions?*  *If the policy is being rescinded, what are the reasons why the policy is no longer needed?*  *How will this proposal align with the Board Ends? How will the proposal support key priorities within Red Deer Polytechnic’s strategic plan?* | |
| SUMMARY  *Summarize what the new policy is about or the changes to the existing policy.* | |
| CONSULTATION PROCESS  *Describe the consultation and feedback process.* | |
| COMMUNICATION  *Describe the communication plan that will accompany the changes.* | |
| IMPACT ON OTHER POLICIES  *What policies or procedures are being consolidated into this policy or rescinded as a result of the changes?*    *Is the policy consistent with other Red Deer Polytechnic policies?*  *List other policies that need to be updated to harmonize them with the information in this policy.* | |
| COMMENTS  *Add additional information here.* | |

Padlock 12 copy10/21