
**INSTRUCTIONS**

## POLICY APPROVAL REQUEST FORM

Red Deer Polytechnic

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

1. Complete Section 1.

2. Email this form, an up-to-date Policy Cover Sheet, and a Word version of the final draft policy to:

1. the Manager, Governance Operations, President’s Office, and
2. the Manager, Judicial and Academic Affairs.

3. Attach a Word version of the final draft policy and a detailed Policy Cover Sheet.

SECTION 1 – To be completed by the Policy Administrator or Policy Owner.

|  |  |
| --- | --- |
| NAME OF THE POLICY AFFECTED | SUBMITTED BY |
| DATE | POLICY ATTACHED [ ]  |
| POLICY OWNER |
| [ ]  New Policy | [ ]  Revised Policy | RESCINDED POLICY/STANDARD PRACTICE |
| Recommending Authority – Please check [x]  all that apply  |
| [ ]  Academic Council | DATE OF MOTION CARRIED AT ACADEMIC COUNCIL RECOMMENDING THAT THE PRESIDENT APPROVE THE PROPOSED CHANGES:  |
| [ ]  Deans’ Council | DATE OF MOTION CARRIED AT DEANS’ COUNCIL RECOMMENDING THAT THE PRESIDENT APPROVE THE PROPOSED CHANGES: |
| [ ]  Service Council | DATE OF MOTION CARRIED AT SERVICE COUNCIL RECOMMENDING THAT THE PRESIDENT APPROVE THE PROPOSED CHANGES: |
| Describe any changes made since Council’s motion. Attach to this form additional pages if necessary. |
|  |

SECTION 2 – President’s Signature

|  |  |
| --- | --- |
| PRESIDENT’S SIGNATURE | DATE OF APPROVAL |
| [ ]  Electronic Word copy of final policy forwarded to the Manager, Governance Operations[ ]  Electronic Word copy of final policy forwarded to the Manager, Judicial and Academic Affairs |

SECTION 3 – For Manager, Governance Operations

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

 07/22