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**INSTRUCTIONS**

## POLICY APPROVAL REQUEST FORM

Red Deer Polytechnic

100 College Blvd.

Box 5005

Red Deer, Alberta

CANADA T4N 5H5

Telephone: 403.343-4066

Fax: 403.341-4899

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](mailto:susan.briggs@rdpolytech.ca), and
2. the [Manager, Judicial and Academic Affairs](mailto:marilee.murgatroyd@rdpolytech.ca).

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| New Policy | Revised Policy | RESCINDED POLICY/STANDARD PRACTICE | |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  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: | |

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