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**INSTRUCTIONS**

Red Deer Polytechnic

100 College Blvd.

Box 5005

Red Deer, Alberta

CANADA T4N 5H5

Telephone: 403.343-4066

Email: [policy@rdpolytech.ca](mailto:policy@rdpolytech.ca)

## POLICY APPROVAL REQUEST FORM

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 [**policy@rdpolytech.ca**](mailto:policy@rdpolytech.ca)

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

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF THE POLICY AFFECTED | | | SUBMITTED BY |
| DATE | | | POLICY ATTACHED (Word version) |
| POLICY OWNER | | | |
| New Policy | Revised Policy | NAME OF RESCINDED POLICY/STANDARD PRACTICE | |
| Actions Taken – Please check  all that apply | | | |
| Academic Council | | MOTION TO RECOMMEND APPROVAL TO THE PRESIDENT (DATE): | |
| Non-Academic Policy Committee | | REVIEWED BY NON-ACADEMIC POLICY COMMITTEE (DATE(S)) | |
| Polytechnic Leadership Team | | MOTION TO APPROVE CARRIED ON (DATE) | |

**SECTION 2 – Signature of the President or the Chair or Alternate Chair of Polytechnic Leadership Team**

|  |  |
| --- | --- |
| SIGNATURE OF PRESIDENT OR CHAIR OF POLYTECHNIC LEADERSHIP TEAM | DATE OF APPROVAL |
| Electronic Word copy of final policy forwarded to the Manager, Governance Operations | |

SECTION 3 – For Manager, Governance Operations or other responsible staff member

|  |  |
| --- | --- |
| Posted to Policies web page | DATE |
| SECTION: | |

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