
**INSTRUCTIONS**

Red Deer Polytechnic

100 College Blvd.

Box 5005

Red Deer, Alberta

CANADA T4N 5H5

Telephone: 403.343-4066

Email: 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**

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

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| 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| [ ]  New Policy | [ ]  Revised Policy | NAME OF RESCINDED POLICY/STANDARD PRACTICE |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 [x]  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**

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| 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: |

 03/23