

# PROCEDURE NUMBER Enter Procedure Name

**Policy Type**: Enter Academics and/or Administrative/Operations

**Revision Date**: N/A or Month DD, YYYY

## Routing Sheet

1. *Responsible Administrator will complete this Routing form and provide to Policy Coordinator*
2. *Policy Coordinator to track the routing of this policy until completion and log on Smartsheet.*

[ ]  [Name of Employee] Date

Responsible Administrator

[ ]  [Name of Employee] Date

Responsible Administrator *(If more than 1 responsible administrator, use this line. If not, please delete signature box)*

[ ]  Peter Navarro, JD Date

Chief Compliance Officer

[ ]  Shannon Richards, JD Date

Office of General Counsel

[ ]  Joann Strobbe, MEd Date

Administration/Operations P & P Committee Chair

[ ]  Neil Haycocks, PhD Date

Academic P & P Committee Chair

When disseminating this policy, please ***exclude*** this group of team members:

Faculty – ALL [ ]

Academic [ ]

Administrative [ ]

Community [ ]

Classified [ ]

Graduate Assistants [ ]

Hourly [ ]

Officials with Authority [ ]

Student Worker [ ]

Volunteers [ ]

Resident – ALL [ ]

General [ ]

Military [ ]