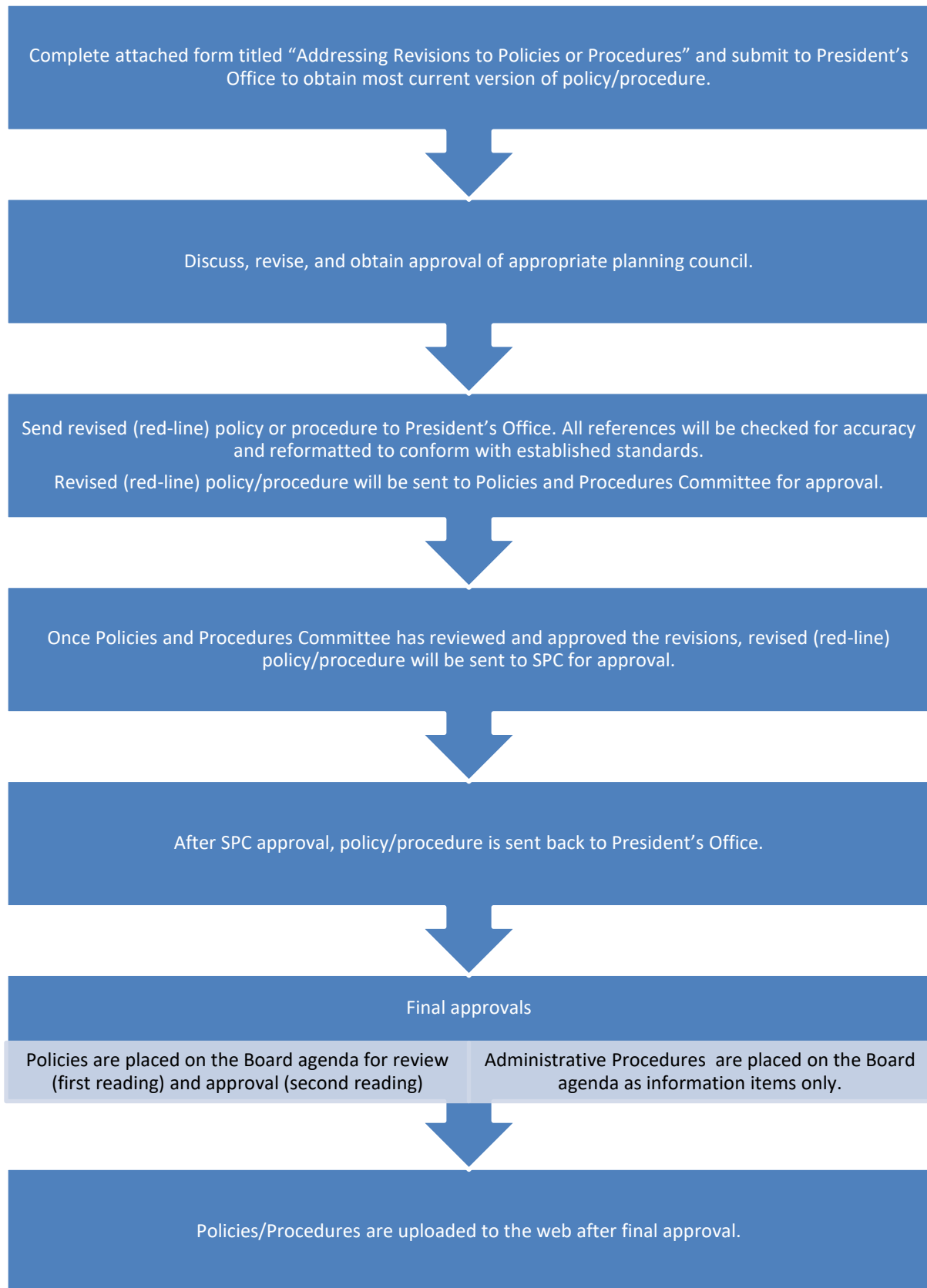


# ADDRESSING REVISIONS TO POLICIES OR PROCEDURES



# ADDRESSING REVISIONS to POLICIES OR PROCEDURES

## Criteria to Consider:

- **Must** this issue be addressed to **ensure compliance** with applicable laws, regulations, or accreditation mandates **OR** is it being considered due to an individual problem/incident?
- **Does** the policy/procedure have **institution-wide application OR** is it better addressed in an operational manual or as a department guideline?
- **Is** the **language** contained in the BP/AP **general and broad** enough to avoid the necessity for frequent revisions?

## Rationale for Initiating the Revisions

<b>Why does this policy/procedure need to be revised?</b>

<b>Policy/Procedure Compliance</b>	
<b>Legal Compliance:</b> (Please check all that apply)	<input type="checkbox"/> Federal Law <input type="checkbox"/> State Law <input type="checkbox"/> Accreditation Standard <input type="checkbox"/> Title 5 Regulation <input type="checkbox"/> Other (specify) _____
<b>Responsible Office(s):</b>	
<b>Responsible Administrator(s):</b>	

<b>Policy/Procedure Management</b>	
<b>Policy History</b> (Dates of approval and revision)	
<b>Additional Information</b>	

<b>Policy/Procedure Review</b>	
(List administrators, faculty members, staff members, and students who assisted with the review and development of this policy and/or procedure revision)	