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**MEMORANDUM**

**FROM**: Responsible Official (Name and Title)

**TO**: College Webmaster

**THROUGH:** Dr. Vladimir Alex Appeaning

Vice Chancellor for Institutional Effectiveness and Strategic Initiatives

**DATE**:

**SUBJECT: Posting of Updated or New College Policy to College Website**

 **(Please provide *College Policy Title, Policy Number, and Policy Classification*)**

Per our approved *Institutional Policy on Policies 6-001*, I am submitting a pdf copy of the ***approved and signed College Policy*** and its ***completed Routing/Checklist Form*** (**see attached**) to your office for transmission to our College Webmaster for official posting to the College Website.

I am further requesting that the Webmaster **REMOVE** the following existing policies (***provide policy names, numbers, classifications*** and ***locations***) and **REPLACE** with the submitted updated policy (***provide policy name, number, and classification***)***.***

Thank you.

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Name and Signature of Responsible Official Date

c: Executive Director for Public Relations