**POLICY ROUTING FORM**

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

**To**: Chair, Chancellor’s Leadership Council

**Date**: Click or tap to enter a date.

**Proposed College Policy Title**:

**Proposed College Policy Number**:

**Proposed Policy Classification:** Choose an item.

**Proposed Policy Status**: Choose an item.

1. **POLICY DEVELOPMENT WITH STAKEHOLDER INPUT**

Responsible Official certifies that the proposed College policy was developed with input from all applicable stakeholders identified in Section VI of the ***Policy on Policies*** on:

Click or tap to enter a date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of Responsible Official)

1. **PROPOSED POLICY SUBMITTED FOR INITIAL REVIEW AND APPROVAL**

Submission of proposed College policy by Responsible Official to the Chancellor-appointed institutional group using the official policy template on: Click or tap to enter a date.

1. **CHANCELLOR’S LEADERSHIP COUNCIL (CLC) REVIEW AND ACTION**

Proposed College policy is: Choose an item.

Forwarded to Chancellor’s Executive Team for action on Click or tap to enter a date.

Returned to Responsible Official for review and re-submission to the CLC on Click or tap to enter a date.

***Comments***:

1. **CHANCELLOR’S EXECUTIVE TEAM AND ACTION**

Proposed College policy is: Choose an item.

Approved and forwarded to Chancellor for action on Click or tap to enter a date.

Returned to Responsible Official for review and re-submission to the CLC on Click or tap to enter a date.

***Comments***:

1. **CHANCELLOR’S REVIEW AND ACTION**

Proposed College policy is: Choose an item.

Approved by the Chancellor on Click or tap to enter a date.

Returned to Responsible Official for review and re-submission to CLC on Click or tap to enter a date.

***Comments***:

1. **CHANCELLOR’S EXECUTIVE ASSISTANT AND ACTION**

Chancellor’s Executive Assistant forwards approved policy to Webmaster for publication and notifies Responsible Official and Chancellor’s Leadership Council.

Click or tap to enter a date.

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