**Cover Sheet**

**Revision Process Sheet**

|  |  |
| --- | --- |
| **Title of Policy/Procedure:** |  |
| **Policy/Procedure Holder:** |  |
| **Administrative Contact:** |  |

**Type of Revision *(Check one)***

|  |  |
| --- | --- |
| **Regular Review** |[ ]  1 year for new / 3 years thereafter |
| **Minor Changes** |[ ]  i.e wordsmithing, new web links, formatting |
| **Recission of Document** |[ ]  Remove document – provide reasoning |

**PART 1 – REVIEW BY THE FOLLOWING *(check all that apply)***

|  |
| --- |
| Approved by Academic Council |[ ]
| Approved by VP Academic |[ ]
| Approved by VP Finance |[ ]
| Approved by VP Indigenous Leadership, Partnerships, Strategies |[ ]
| Approved by VP Organizational Effectiveness |[ ]
| Policy Committee recommendation to move policy to Senor Team |[ ]
| Approved by Senior Team |[ ]

**Once Policy/Procedure has been approved, continue to Part 2.**

**PART 2 – REASONING FOR CHANGES OR RECISSION**

1. **CONSULTATION WITH STAKEHOLDERS for REGULAR REVIEW**

NOTE: Check Stakeholder Groups that have reviewed and provided feed back to the review. Add others as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Title** | **Check Box** | **Name/Title** | **Check Box** |
| Board of Governors |  | Institutional Research |  |
| Advisory College Council |  | Negahneewin |  |
| SUCCI |  | NEW |  |
| OASA |  | Contract Training |  |
| Alumni |  | Organizational Effectiveness |  |
| Registrar  |  | Faculty Union |  |
| Managers |  | Support Union |  |
| Program Coordinators |  | OCASA |  |
| Quality Assurance |  |  |  |
|  |  |  |  |
|  |  |  |  |

Notes/Comments:

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|  |

1. **MINOR CHANGES MADE TO DOCUMENT(S)**

Notes/Comments:

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|  |

1. **REASONS FOR REMOVING A POLICY OR PROCEDURE**

Notes/Comments:

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| --- |
|  |