# New Procedure Cover Sheet

**Title of Procedure:**

**Procedure Holder:**

**Administrative Contact:**

**If Procedure is Non-Academic, skip to Part B**

1. **REVIEW BY ACADEMIC COUNCIL**

|  |  |
| --- | --- |
| Approved by Academic Council |  |
| Approved by VP Academic |  |

**Once Procedure has been approved by VP Academic, continue to Part B.**

1. **CONSULTATION WITH STAKEHOLDERS**

NOTE: Administrative Contact deletes all that do not apply to the procedure in question before printing cover sheet and checks off each once they have been reviewed by the Stakeholder

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Title** | **Check Box** | **Name/Title** | **Check Box** |
| Board of Governors |  | Institutional Research |  |
| ACC |  | Negahneewin Research Centre |  |
| SUCCI |  | NEW |  |
| OASA |  | Contract Training |  |
| Alumni |  | Administration |  |
| Registrar |  | Faculty Union |  |
| Managers |  | Support Union |  |
| Program Coordinators |  | OCASA |  |
| Quality Assurance |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Notes/Comments:

# REVIEW BY POLICY AND PROCEDURE COMMITTEE

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Check Box** | **Date** | **Comments** |
| Approved by Committee |  |  |  |
| Sent back for revisions/corrections |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Revisions complete - Approved |  |  |  |

Notes/Comments:

1. **REVIEW BY SENIOR TEAM**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Check Box** | **Date** | **Comments** |
| Approved by Senior Team |  |  |  |
| Sent back for revisions/corrections |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Revisions complete - Approved |  |  |  |

Notes/Comments: