

POLICY/PROCEDURE REVIEW REQUEST

TO:	POLICY AND PROCEDURE COMMITTEE		
FROM:	(Committee Name)		
POLICY #			
IEAC Review?	Date:	FAB Review?	Date:
New <input type="checkbox"/>	Revision <input type="checkbox"/>		Deletion <input type="checkbox"/>

Justification for Request:

Recommendations for procedure review may be forwarded from other institutional committees, Councils, the President's Cabinet or directly by the College President. It will be the supposition of the committee that all due diligence has been undertaken by those entities prior to submission.

Recommendations for procedure review may occasionally be submitted directly by a member of the administrative unit responsible for the implementation and/or application of the administrative procedure ("owner"). The P&P Chair and/or Recorder reserve the right to redirect these submissions to another subcommittee, committee or council for an initial review, if appropriate.

Submissions Format: Submitters must use the current procedure language from the published version in the MCC Policy and Procedure Manual, if applicable. If the language appears in another institutional document (Catalog, Student Handbook, etc.) the process is the similar.

- Navigate to: <https://www.mohave.edu/about/administration/policy-and-administrative-procedures/>
- Download appropriate procedure(s) and covert to MS Word (contact acurley@mohave.edu if you cannot do this)
- Make the proposed changes inline, showing markup. Do not use comments.
- Save and submit document, along with request for Policy-Procedure Review Request Form to P&P Chair and Recorder no later than 1 week before meeting date.
- Attach any supporting materials (statute, regulations, meeting minutes, etc.), if applicable.

Submitted by:
PPM Posted:

Approved by:

Effective Date: