



POLICY ADMINISTRATION APPROVAL ROUTING FORM

The Responsible Policy Official must attach the draft policy, revised draft (redline), or original policy (if proposing to be repealed) to this routing form and forwarded to the Office of Institutional Effectiveness for processing (compliance@burrell.edu). For questions, please contact: Sheri Pettit | spettit@burrell.edu | 674-2201 or Nina Nunez | nnunez@burrell.edu | 674-2339

Policy Title:		Old Policy Number: (if applicable)	
Responsible Policy Official:		New Policy Number:	
Responsible Policy Official Department:		Date Submitted:	
1. Policy Status			
<input type="checkbox"/> New Policy <input type="checkbox"/> Current Policy <input type="checkbox"/> Interim Policy (Emergency Use Only)			
2. Are there Procedures associated with the Policy? <i>Note: Please ensure that the associated procedures to this policy are accurate, updated (if applicable)</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Is the Policy needed?			
<input type="checkbox"/> Yes <input type="checkbox"/> No, I/We request the Policy be repealed/retired			
4. Why is a change being proposed? Include any external or internal triggering events, such as a change in federal regulations, addressing a new risk, etc.			
5. Are there other existing administrative policies that overlap or are closely related to this policy? If yes, which one or ones?			
<input type="checkbox"/> Yes; list Policy title/number: _____ <input type="checkbox"/> No			
6. Please quantify the impact of the new or revised policy or procedures.			
Cost to develop and implement	0		
Ongoing costs	0		
Audience directly impacted	Employees		
Other (please describe)			
7. Check those items below where you have confirmed that the policy revision is in alignment with:			
<input type="checkbox"/> Board Policy and Bylaws	<input type="checkbox"/> Federal and/or state laws	<input type="checkbox"/> Other _____	
8. Frequency of Comprehensive Review:			
<input type="checkbox"/> Yearly	<input type="checkbox"/> Special Term Frequency: _____		
9. Additional information and/or comments:			
10. This policy was reviewed by: (list committees, departments, organizations, etc.)			