**Southern University at Shreveport**

**Policy/Procedure Request for Approval**

*Policies and procedures are designed to assist the College in serving its mission, vision, and values, while maintaining accountability through clear, concise, and current requirements.*

**POLICY/PROCEDURE NAME:**

**POLICY AUTHOR:**

**Check one:**

[ ]  Change if an Existing Policy/Procedure (current policy number:      )

[ ]  New Policy/Procedure

[ ]  Repeal of Existing Policy/Procedure (current policy number:      )

**Does this policy align with an existing system policy?**

[ ]  Yes *If yes, please indicate system policy number:*

[ ]  No

**How does this policy support the mission, vision, or values of the College? (*Be specific*):**

**Why should this policy be implemented? (*Include ramifications of an approval or denial*):**

*Submit completed form and policy to the Cabinet Member responsible for the division affected by the proposal.*

**CONSULTATION: *To be completed by designated Cabinet member.***

[ ]  Reviewed by Cabinet

[ ]  Reviewed by Faculty Senate or Staff Senate

 (*circle one*) *(Depends if policy is academics or*

 *general)*

[ ]  Campus-Wide Input Solicited

[ ]  Reviewed by Other Groups:

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***Approved Policies/Procedures must be submitted to the Office of the Chancellor for filing and posting.
(Office Use Only)***

[ ]  Filed in Official Binder

[ ]  Published on Policies Website

[ ]  Published in Employee Portal

[ ]  Communicated via Employee/Student E-mail