

**Policy # and name (if applicable)**

**Additional Policy # and name**

**Additional Policy # and name**

**Policy Action:**            New Policy                    Updating Policy                    Retiring Policy

## Division Review and Approval

Department proposing policy action

### Director/Chair review and approval

Name:

### VP review and approval

Name:

Name:

Once approved at the VP level, submit to Policy/General Counsel Office (policy@mtu.edu)

## General Counsel Review and Approval

Revisions needed \_\_\_\_\_

Recommend additional review by \_\_\_\_\_

Approval not recommended (reason) \_\_\_\_\_

Recommend for approval

## President Review and Approval

Revisions needed \_\_\_\_\_

Recommend additional review by \_\_\_\_\_

Approval not recommended (reason) \_\_\_\_\_

Recommend for approval

Once approved by President, return to General Counsel's Office