

**UNIVERSITY-WIDE POLICY APPROVAL ROUTING FORM**  
**(Not applicable for Divisional/Departmental policies)**

<b>Policy Title:</b> _____		
<b>Divisional Policy Owner:</b> _____		
<b>Action Requested:</b> <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Deletion <input type="checkbox"/> Other; _____		
<b>Policy Approval Process Dates</b>		
<b>DIVISIONAL POLICY OWNER:</b> <i>I certify that the policy has been drafted and vetted within unit and other constituent groups.</i>		
_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
<b>DIVISION/VICE PRESIDENT:</b> _____		
_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
<b>AREA/DIVISION/DIRECTOR:</b> _____		
_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
<small>Forward this original signed policy approval routing form to Policy Administrator and email policy cover sheet and draft with "track changes" to <a href="mailto:policyadmin@valdosta.edu">policyadmin@valdosta.edu</a></small>		
<b>LEGAL AFFAIRS REVIEW:</b> ___ Yes ___ No		
Name & Date _____		
<small>Forward this original signed policy approval routing form to Policy Administrator and email policy cover sheet and draft with "track changes" to <a href="mailto:policyadmin@valdosta.edu">policyadmin@valdosta.edu</a></small>		
<b>COMMENT PERIOD:</b> 30 Days		
Date draft policy emailed to constituent groups and posted on Policy Website _____		
Date Policy and Comments sent to Divisional Policy Owner & Cabinet _____		
<b>THE PRESIDENT'S CABINET APPROVAL:</b> <i>Divisional Policy Owner contacts the Assistant to the President to schedule the policy for review by The President's Cabinet. The Divisional Policy Owner must email the draft with "track changes" along with comments to the President's Cabinet at least one week prior to the policy appearing before them at a regularly scheduled meeting.</i>		
The President's Cabinet Meeting Date: _____		
Approve: _____    Deny: _____		
_____ <i>Date</i>	_____ <i>Date</i>	
<small>Forward this original signed policy routing form to Policy Administrator and email policy cover sheet and draft with "track changes" to <a href="mailto:policyadmin@valdosta.edu">policyadmin@valdosta.edu</a></small>		
<b>PRESIDENT'S REVIEW &amp; APPROVAL:</b> <i>After the Divisional Policy Owner integrates The President's Cabinet and Legal Affairs feedback, the policy is presented to the President for review and approval. Upon Presidential approval, Policy Administrator posts final version of University policy to the Policy on Policy website.</i>		
Received: _____		
_____ <i>Date</i>		
Approved: _____		
_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
Notification of Divisional Policy Owner: _____		
	_____ <i>Date</i>	