

Policy/ Process Proposal Form (DIN 1001-4-04)

Purpose: To propose NEW policy and related process or to propose REVISIONS to existing policy or process or REPEAL of a policy.

Proposed by: _____

Date: _____

✓ **Check the appropriate box for your proposal:**

NEW: Attach proposed policy and/or process.

Follow Policy 1001-1-01 and Process 1001-2-01, utilizing [Guidelines for Writing Policy and Process](#). Submit proposed policy on [Policy Template \(1001-4-01\)](#) and proposed process on [Process Template \(1001-4-02\)](#).

REVISE; Policy # _____ Process: # _____

Attach current policy/process with suggested revisions. USE "Track Changes" feature: (Click on Tools, Track Changes, Highlight Changes) OR **Highlight** suggested revisions, ~~strike through~~ suggested deletions.

REPEAL: Policy: # _____

(NOTE: Repeal of a policy also repeals related process/procedure.)

Rationale for Proposal:

Save this form by its policy or process name and email the form to the [Series Management System Coordinator](#), with a **cc to your immediate supervisor.**

To be completed by Supervisor **within seven days of receipt:**

Supervisor's comments:

After adding your comments "Save" this form and "Forward" the original email with your saved comments to the appropriate Series Manager (see list below) , with a cc to the proposal's originator.

Series	Designated Manager
1000: Administrative	Charles Giammona
2000: Learner	Debbie Drinkard Grovum
3000: Academic	Steve Ivancic
4000: Human Resources	John Arneson
5000: Information Tech	Shane Jensen
6000: Facilities	Tom Kuhrke
7000: Finance	Judy Rinkenberger
8000: College Exter Rel	Lisa Bruns
9000: Custom College	

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.

Print Date: 09/29/05 11:41 AM

Document Number: 1001-4-04

Rev.

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Level #4

Title: POLICY/PROCESS PROPOSAL FORM

Implementation Date: 4-30-03

To be completed by the Series Manager:

Work Team Members (list all):

Attach this form and proposed policy and/or process as approved by the work team to an email to the [Series Management System Coordinator](#).

To be completed by Series Management System Coordinator:

Date Posted for Review:

Date Reviewed by Series Managers Team:

Action taken by Team:	Approved:	Not approved:
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APPROVED:	Sent to Presidents (policy)	Date:
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	Posted to intranet (process)	Date:
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Not Approved:	Returned to originator	Date:
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Rationale, if not approved:

Presidential Action:

Date of presidential Action:

APPROVED:	Date posted to intranet:
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Not approved:	Date returned to originator:
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Rationale if not approved:

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