

ROUTING FORM FOR PROPOSED CHANGES TO STATUTES EAST GEORGIA STATE COLLEGE

NAME OF POLICY/ PROPOSAL: _____

Attach a complete copy of the proposed change as acted upon by the Cabinet or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level.

President's Cabinet

Initiated and Submitted to Cabinet

_____ Date
Cabinet Member

_____ Date
Signature

Cabinet Action: Approved ___ Denied ___ Returned ___ Tabled ___ _____ Date

Comments: _____

VPASA submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action: Approved ___ Denied ___ Returned ___ Tabled ___

_____ Date
Signature of Faculty Senate President

Comments: _____

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs

Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President.

PRESIDENT

President's (or designee's) Action: Approved ___ Denied ___ Returned ___ Tabled ___

_____ Date
Signature

Comments: _____

Distribution By:

_____ Date
Signature

President retains original **ACADEMIC POLICY/PROPOSAL ROUTING FORM**

President's Office Distributes Copies To:

Faculty Senate—President _____ Date _____

Academic Policies & Curriculum Committee—Chair/VPASA _____ Date _____

Chief of Staff/Legal Counsel _____ Date _____
