

Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President’s Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	HIPAA Policy
Department	Academic Affairs
Policy Editor	C. Jeffery Knighton
Request Type	New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Removed <input type="checkbox"/> Reviewed <input type="checkbox"/>

OBJECTIVE (Briefly state your purpose.)

Periodic Review of Policy for Currency and general update

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

Discussions with Provost Council, Academic Council, Senate Officers and Cabinet.

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

Once review and updates are approved by the President or designee, an email will be sent to all faculty/staff including the revised approved policy.

Authorizations

Dean or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: C. Jeffery Knighton Digitally signed by C. Jeffery Knighton Date: 2021.06.15 18:29:26 -04'00'

President Signature and Date: Kirk A. Nooks Digitally signed by Kirk A. Nooks Date: 2021.06.17 08:56:53 -04'00'

***Policy Template must be submitted with this form.**

Policy Number: To Be Determined _____

Policy Title: _____

POLICY:

PROCEDURE:

*Policy Approval Form must be submitted with this form.