

## Policy Approval/Review Form

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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.

<b>Policy Title *</b>	Housing Application and Damage Deposit Policy
<b>Department</b>	Academic Affairs
<b>Policy Editor</b>	C. Jeffery Knighton
<b>Request Type</b>	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 18:26:39 -04'00'

President Signature and Date: Kirk A. Nooks Digitally signed by Kirk A. Nooks  
Date: 2021.06.17 08:58:07 -04'00'

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

Policy Number: To Be Determined

Policy Title: \_\_\_\_\_

**POLICY:**

**PROCEDURE:**