**POLICY SUBMISSION CHECKLIST**

Please fill out this checklist and include with your updated/new policy.

[ ]  Request the current policy in Word format or the template for a new policy, along with a blank one-page summary form from Angela Cross (ajcross@okstate.edu or x5624).

[ ]  Make changes using the Track Changes feature in Word. If you are unfamiliar with Track Changes, we can provide you with brief instructions on using this feature.

[ ]  Gather input from the various departments affected by the policy/update.

[ ]  Get approval from any council or committee necessary (i.e. Staff Advisory Council, Faculty Council, Council of Deans, etc.)

[ ]  Obtain written approval from the Vice President over the department making the changes.

[ ]  Obtain written approval from General Counsel (Gaylan Towle, cc: Brandee Hancock).

[ ]  Complete the one-page summary form.

[ ]  Return the updated or new policy with the following:

* one-page summary form
* agenda from each council/committee showing the policy up for discussion
* documentation of council/committee approval
* documentation the appropriate Vice President has reviewed and approved the policy
* documentation of General Counsel approval
* completed checklist