**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](mailto: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