

**Policy Approval Cover Sheet**

**This cover sheet is to be used when creating, revising or rescinding a policy and in conjunction with procedures found on the college’s** [**Policy for the Establishment, Approval and Review of Policies (100.001)**](https://www.esc.edu/policies/?search=cid%3D35761)**.**

**Policy Name:**

**Policy Sponsor:**

**Policy Contact:**

**Policy Category:**

**Is this policy new, revised or being rescinded?**

**Please list all the stakeholders that were involved in the process of drafting, revising or reviewing this policy.**

**\*Was the policy put on ESC News for a 30-day comment period? Did you address all the comments that were both emailed to the policy contact and left in the chat feature on ESC News?**

**Has the office of human resources reviewed this policy?**

**Has the director of compliance reviewed this policy?**

**\*Has the college’s attorney reviewed this policy?**

**Has the policy sponsor approved this policy?**

**\*Is the policy on the** [**latest version of the policy template**](https://www.esc.edu/policies/policy-template/)**; updated 10/22/2020?**

Please identify all action made to this policy. If you are submitting a newly established policy, please write “new policy” in the left column and the reason for the new policy in the next column; for revised policy list the changes in the left and reason in the right, for rescinded policies add “rescinded” on the left and reason on the right.

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| **Action** | **Reason for Action**  |
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\*Indicates this question only applies to new or revised policies.

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Signature of President (for rescinded policies) Date