

University Policies, Procedures, and Guidelines

Cover Sheet

Once the policy has been approved by the President, please email this completed form and an electronic copy (Word version) of the policy to be revised, deleted or added to the Office of General Counsel at generalcounsel@illinoisstate.edu.

Title: _____

This Policy, Procedure, or Guideline is

- An addition to this manual
- A revision to this manual (**please highlight revisions in hard copy**)
- A deletion from this manual

Initiating Office: _____

Title of Contact Person/phone: _____

Effective Date: _____

Supersedes: _____

Legal Citation (if needed): _____

Name of Submitter/ Phone: _____

Approved by:

President

Vice President (for procedures not requiring President's signature)

Date

Date