



Policy Change Suggestion Form

This form is submitted with the understanding that not all suggestions will be enacted by Chattahoochee Valley Community College. The President’s Cabinet will review and respond to all policy change suggestions.

Date of Suggestion:
Name of Suggesting Party:
Suggesting Party E-mail:

	Y	N
As far as you know, is this suggestion already being considered?		
Does this suggestion relate to a personal grievance or complaint?		
Does this suggestion relate to a policy that is not being applied properly?		
Have you submitted this suggestion before, within the past year? If yes, please give the date:		

Section I: Current Policy

Current Policy Number:
Current Policy Language (Attach pages if needed):



Section II: Suggested Change

Type of Suggested Change (e.g. Clarification, Addition, Deletion, Typo):
Justification for Change:
Suggested Policy Language (including Policy Number where different from above) (Attach pages if needed):
Priority Level (e.g. High, Moderate, Low):

How will your suggestion improve the present situation or benefit the College? (Attach pages if needed)
Is this suggestion being made by more than one employee? If so, list below.



Section III: President's Cabinet Consideration
(To be completed by the President's Cabinet)

Date Considered:
Outcome of Discussion (e.g. Approved, Denied, Approved with Changes):
Justification for Outcome:
Approved Language/Deletion (if different from Section II):
Suggesting Party Notified (Date):
Outcome of Feedback from "Interested Parties":

This form should be submitted to the President and copied to the Office of Institutional Effectiveness and Planning.