

**GAVILAN COLLEGE  
OFFICE OF INSTRUCTION  
Curriculum Form P**

**Procedure/Policy Change**

**Required Reading:** One

**Attachments Required:** Procedure/Policy to be replaced, as worded in catalog or elsewhere.

1. Date of Request: \_\_\_\_\_ Prepared/Submitted by: \_\_\_\_\_

2. This is a:  New  Policy  
 Modified  Procedure

3. Title of policy/procedure:

4. Exact wording of proposed policy/procedure (attach sheets as needed):

5. Rationale for Proposal:

6. Impact upon staffing, finances, enrollment, matriculation, or other:

7. Venues for the appearance of new/changed policy/procedure:

Next Schedule  Next Catalog   
 College Policy Binder in President's Office   
 Other: \_\_\_\_\_

**Interested parties to the change:**

Staff Member Signature	Title	Date
Staff Member Signature	Title	Date
Staff Member Signature	Title	Date
Supervisor Signature	Title	Date

**Approval:**

Curriculum Chair	Date	Faculty Senate President	Date
College President	Date	Board Approval	Date
Signature of person responsible for putting policy/procedure into effect upon completion			Date