



This form must be completed when proposing MODIFICATIONS to an ECSU Policy.

Department: _____ Vice Chancellor or Director: _____

ECSU Policy Name _____ ECSU Policy Number _____

STEP ONE: List each proposed modification(s) and its impact on campus and other policies in the chart below.

<p><u>Proposed Modification:</u></p> <p><u>Impact of Modifications on Campus:</u></p> <p><u>Impact of Modification(s) on other ECSU policies and/or UNC Code Policies:</u></p>
<p><u>Proposed Modification:</u></p> <p><u>Impact of Modifications on Campus:</u></p> <p><u>Impact of Modification(s) on other ECSU policies and/or UNC Code Policies:</u></p>
<p><u>Proposed Modification:</u></p> <p><u>Impact of Modifications on Campus:</u></p> <p><u>Impact of Modification(s) on other ECSU policies and/or UNC Code Policies:</u></p>

*Use additional paper with same form format as needed to note additional modifications and impact of each.

STEP TWO: Approvals

1. Department Committee Review
2. Chair of Department Committee Review
3. Legal Affairs Review
4. Vice Chancellor or Director's Review

STEP THREE: Administrative Counsel

1. Vice Chancellor or Director ensures proposed modifications are formatted appropriately and this form is filled out completely.
2. Vice Chancellor or Director ensures able to explain each modification and its impact to Administration Counsel with form attached to proposed, redlined modifications on policy.
3. Vice Chancellor or Director emails redlined policy to Lucretia Banks and Gwen Sanders
4. Vice Chancellor or Director prepares 10 (ten) copies of each redlined policy and this form for Administrative Counsel
5. Vice Chancellor or Director presents to Administrative Counsel proposed modifications, reason for each and how impact campus.

Administrative Counsel approves- Policy Modifications to be presented to Board of Trustees (STEP FOUR).

Administrative Counsel disapproves- Policy Modifications must be reviewed further or denied completely.

STEP FOUR: ECSU Board of Trustees

1. Vice Chancellor or Director ensures able to explain each modification and its impact to Board of Trustees with form attached to proposed, redlined modifications on policy.
2. Vice Chancellor or Director prepares 10 (ten) copies of each redlined policy and this form for Board of Trustees
3. Vice Chancellor or Director presents to Board of Trustees proposed modifications, reason for each and how impact campus.

Board of Trustees approves- Policy Modifications to be emailed to legalaffairs@ecsuh.edu to be added to ECSU's Policy Manual.

Board of Trustees disapproves.