# Request for New Policy or Policy Revision or Policy Retraction

*The Northern Lights College Policy Committee would like to thank you for your interest in making our College a better place to learn, work, and visit. If you are thinking of developing a new policy or revising an existing one, please complete this form first to help us better understand the issue being faced.*

*Fill out each section of this form, save it, and then, send the digital copy to* [*nlcpolicies@nlc.bc.ca*](mailto:nlcpolicies@nlc.bc.ca)*. Your request will be forwarded to the current Policy Committee Chair. You may be asked for follow-up information after your request is received and reviewed.*

*Please note if your request is approved, an author who is familiar with the policy will be assigned to help make the changes.*

*A complete list of policies, and this form, can be found in the online NLC Policy Manual:* [*www.nlc.bc.ca/About-NLC/NLC-Policies*](http://www.nlc.bc.ca/About-NLC/NLC-Policies)*. This link also provides Terms of Reference (A-5.06.01) for the NLC Policy Committee itself, including Committee membership.*

Action Suggested:

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| --- | --- | --- | --- | --- |
| **Develop new policy** | **Revise Policy #:** |  | **Retract Policy #:** |  |
|  | **Policy Name:** |  | | |

Rationale:

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Implications:

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Contact Information:

|  |  |
| --- | --- |
| **Your Name** |  |
| **Department** |  |
| **Phone** |  |
| **Date submitted** |  |

*Once again, thank you for your care and attention to this matter.*

Policy Office Use Only

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| **Request Tracking Number:** |  | **Date Assigned:** |
| **Referred to senior executive:** |  | **Date:** |
| **Assigned to author/developer:** |  | **Date:** |
| **If applicable, reason for policy development rejection:** |  | **Date:** |