**Requestor Information:**

Name:

Role/Position:

Email:

Phone Number:

Date of Request:

**Type of Change Request (Please select one):**

 Policy Change [ ]  Guideline Change [ ]  Housekeeping Change [ ]

***(Submit to 1VP & VP Admin) (Submit to Category VP) (Submit to VP-Admin)***

**Title of Policy/Guideline Affected:**

*(Provide the number and name of the policy or guideline you are requesting a change to)*

**Current Policy/Guideline:**

*(Please provide the current potion or whole text of the current policy or guideline as it exists)*

**Proposed Change:**

*(Provide the exact text of the change you are proposing)*

**Reason for Change:**

(Explain the reason for your proposed change, including the potential benefits and any issues it resolves)

**Supporting Documentation:**

(List any supporting documentation or evidence to support your request, if applicable)

**Other/Optional Information:**

(Include any supporting or relevant information you’d like to include in your request, if applicable)