

SECTION 1: DOCUMENT INFORMATION			
DOCUMENT TITLE			
DOCUMENT CODE		VERSION NUMBER	
APPROVAL TYPE	NEW	AMENDMENT	REVOCATION (Double-click and select 'Checked')
APPROVAL AUTHORITY	PRESIDENT'S CABINET	AAMU BOARD OF TRUSTEES	OTHER
REQUESTOR	Name:	Title:	
SECTION 2: POLICY/PROCEDURE SUMMARY			
PROVIDE A BRIEF SUMMARY OF THE POLICY/PROCEDURE			
SECTION 3: REVIEW AND APPROVAL			
The policy/procedure has been reviewed as follows:			
President's Cabinet		Date:	
Board of Trustees		Date:	
Other		Date:	
SECTION 4: APPROVAL AND PUBLICATION			
The policy/procedure is hereby approved and ready for publication.			
Signed by approval authority*:		Date:	
Name and title of signee:			
*Must be signature of approving authority or officer authorized to act on behalf of the University President or the President Pro Tempore of the Board of Trustees of Alabama A&M University.			
Date & Location of Publication:			
<i>Requestor please note that once the policy/procedure is approved, sign and date each page of the approved document. Keep a copy on file for future reference.</i>			