

**POLICY APPROVAL FORM**  
**Richard Bland College of William & Mary**

This form is used for the initial approval, amendment, or removal of a Richard Bland College of William & Mary policy. Once authorized with the President's signature, the policy will be posted to the Richard Bland College website [www.rbc.edu](http://www.rbc.edu) or removed from the website if the request is for the removal of a policy. This approval form will be filed in the Office of the College Counsel along with the approved or removed policy, both of which may be reviewed upon request.

<b>Policy Title</b>	
<b>Department</b>	
<b>Policy Editor</b>	
<b>Request Type</b>	New <input type="checkbox"/> Amendment <input type="checkbox"/> Removal <input type="checkbox"/>

**New/Amended/Removed Policy:** See Attachment.

**Reason for Request:** \_\_\_\_\_  
\_\_\_\_\_

**Authorized by (Senior Leader Name, signature, and date):**

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**Reviewed by College Counsel (signature and date):**

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**Effective Date:** \_\_\_\_\_

**President Signature and Date:** \_\_\_\_\_