



NOTICE OF CHANGE TO BCIT POLICY

Policy Management

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INSTRUCTIONS: This form supports policy 1000, Policy Development and procedure 1000-PR1, Policy Maintenance. Policy content owners will complete this form when BCIT policies are revised. This notice, along with the existing and revised policy, are retained together as the policy moves through the revision process. Submit this completed form with attachments to the above office.

CONTENT OWNER

Policy No.	Policy Name	Date Existing Policy Version
Content Owner Name & Position		Date of New Policy Revision

This is a change to policy

New Revision Retire

SECTION REFERENCE Attach a separate sheet as needed	DESCRIBE THE NATURE OF THE POLICY CHANGE

Content Owner Name	Signature	Date
Executive Sponsor	Signature	Date

POLICY REVIEW TEAM

Position	Name	Signature	Date
Position	Name	Signature	Date
Position	Name	Signature	Date
Position	Name	Signature	Date

APPROVING BODY

Name of Approving Body	Name	Signature	Date of Approval
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