

The following form can be filled out **Online**, printed for signatures, then mailed or faxed.

To fill out forms in Acrobat Reader:

- Select the “hand” tool.
- Click on a line or in a box and begin typing.
- Check boxes can be clicked on or off.
- To move from one editable area to the next, use the tab key.
- If you prefer, the “Highlight Fields” option can be selected to show the editable areas on the form, and the zoom tool in the browser can be used to enlarge the form view.
- When printing the form, start with page 2 of this PDF document.
- For best results, we recommend the latest version of Acrobat Reader.



Community Colleges of Spokane ADMINISTRATIVE PROCEDURE REVIEW AND APPROVAL TRACKING

Administrative procedures are established to implement board policies and the Washington Administrative Code, [Title 132Q WAC](#). This form tracks the review and approval process as prescribed in CCS administrative procedure [1.40.01 Administrative Procedures](#).

Procedure Number/Name: _____ New Revision

Implementing Board Policy Number/Name: _____

Contact: _____ Phone: _____

1. The draft procedure is presented to the Vice President’s Council and Cabinet for review and preliminary approval.

VP Council Review & Preliminary Approval Date: _____
Notes:

Cabinet Review & Preliminary Approval Date: _____
Notes:

2. After review and preliminary approval by Cabinet, the draft procedure is reviewed at the following meetings:

All Administrators, Professional & Confidential Exempts Date: _____
Notes:

Joint AHE/Executive Committee Date: _____
Notes:

Chancellor Classified Leadership Briefing Date: _____
Notes:

3. After review by the above-referenced constituencies, the procedure is considered approved as of the date of the preliminary approval by Cabinet and forwarded to the CCS records officer. Should significant questions or comments arise during the constituencies’ review, the administrator leading the procedure process will take the input to VP Council for consideration and determination of next steps.

4. **Review and approval process complete.** Send final procedure and this completed form to the CCS records officer at MS 1006. Call x5275 if you have questions.