**DOUGLAS COLLEGE**

**EDUCATION POLICY REVISION REQUEST FORM**

**Please submit the request to the EdCo Chair and Secretary at** [**edco@douglascollege.ca**](mailto:edco@douglascollege.ca)

**Date:**

**Requested by:**

**Faculty / Group:**

**Email:**        **Phone:**

**Policy Name:**

**Rationale:**

*Rationale: Try to be specific … which section(s) in the current Policy need attention. If possible, suggest wording you would like to see deleted from, or inserted into, the current Policy. Please include the paragraph/section/lines that require alteration eg: insert 2 sentences on page 4 that say something like “...” etc.*

**Original Policy Language** *(Please identify the section of the policy you wish changes)*

**Preferred Language** *(Please indicate the preferred language/additions requested)*

**Urgency level (choose one only):**

Low

Housekeeping

Moderate

Critical\*

\*Critical level of urgency please explain the reason.