



Presentation/Proposal Form

[Add Title Here]

Name: _____

Date: _____

Department: _____

Contact Information: _____

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
 - Procedure—*new* (Attach proposed procedure separately.)
 - Identify suggested location in *General Procedures Manual*: _____

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
 - Identify suggested location in *General Policy Manual*: _____
- Other: _____

3. BUDGET IMPACT

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

5. OPERATIONAL IMPACT

6. STUDENT IMPACT

7. ANTICIPATED IMPLEMENTATION TIMELINE

8. MOTION TO BE RECOMMENDED

G-30-5 Commencement

All students who have met requirements for an Associate degree, two-year Certificate of Completion, ~~or an one-year Certificate of Completion~~, [or an Career Pathway Certificate of Completion](#) are eligible to participate in commencement if they have earned or will earn that degree or certificate in the past Fall, Winter or Spring, or the coming Summer. (Only candidates for Summer graduation who demonstrate a realistic plan to complete all requirements by the end of Summer term are eligible).

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