



SOE FAIR PROCESS MANUAL Revision Request Form

Refer to the SOE Bylaws for protocol of review
for proposed changes to the Fair Process Manual

PAGE ONE MAY BE COMPLETED ELECTRONICALLY

Program / Appendix _____

Submitted by _____ Department _____

Section(s) #: _____ Appendix: _____ Page(s) #: _____

SUBMITTING REVISIONS to program sections in the Fair Process Manual:

- Identify the program sections/pages that need to be updated and email bradshawc@gonzaga.edu. The pages will be emailed to you in a word document for you to revise.
- **You must activate TRACK CHANGES in the document** before making any additions, changes, or deletions.
- Submit revised electronic and hard copy (track changes) with the signed Revision Request Form to the Dean's Office. The Dean's Office will forward to the appropriate Committee.

SUBMITTING REVISIONS to Section 1 in the Fair Process Manual:

Proposed revisions to Section 1, (Provisions and Considerations Common to all Programs offered by the School of Education) should be submitted in hard copy to the Dean's Office with the signed Revision Request form.

RATIONALE:

Please check all that apply.			
These revisions:			
	could impact other departments or programs in SOE		relate to State requirements
	relate to Gonzaga University policies and procedures		relate to SOE admissions policies and procedures

Department Chair _____ Date _____

PRINT THIS PAGE AND ATTACH TO YOUR REQUEST
To be completed by Review Committee(s)

Your Committee has been identified to review the attached documents to assure that these revisions:

- comply with SOE admission policies and procedures, GU policies and procedures, or state requirements.
- do not effect other SOE departments or programs.

COMMITTEE REVIEW INSTRUCTIONS FOR REVISIONS IN PROGRAM SECTIONS OF THE FAIR PROCESS MANUAL

1. In the “reviewers” section below, identify your committee (add committee name if needed).
2. If committee has approved:
 - Committee Chair should sign the form and return signed form and all documents to the Dean’s Office.
3. If your Committee feels additional review is required by other committees:
 - the Committee Chair should indicate below the Committee you recommend for further review and include comments on what should be reviewed. Attach your Committee’s comments if needed.
 - Return all documents to the Dean’s Office.
4. If a committee recommends revisions:
 - committee should return all documents to the originator and attach their recommendations.
 - the originator should revise and re-submit all documents to the committee for their approval.
 - **If the originator chooses not to make a recommended revision**, a rationale should be included when re-submitting documents to the committee.

REVIEWERS		RESULTS	Comments	Committee Chair's signature	Date
<input type="checkbox"/>	Certification Committee	<input type="checkbox"/> Approved <input type="checkbox"/> Needs additional review			
<input type="checkbox"/>	SOE Graduate Committee	<input type="checkbox"/> Approved <input type="checkbox"/> Needs additional review			
<input type="checkbox"/>	University Legal Counsel	<input type="checkbox"/> Approved <input type="checkbox"/> Needs additional review			
<input type="checkbox"/>		<input type="checkbox"/> Approved <input type="checkbox"/> Needs additional review			

FINAL REVIEW			SIGNATURE /DATE
<input type="checkbox"/>	Council of Department Chairs	<input type="checkbox"/> Needs revisions <input type="checkbox"/> Approved	Dean _____ Date _____