**Exception to Policy Review Redline Requirement**

Reason: This completed form justifies the need to avoid “track changes” due to the complex nature of the revisions.

All Policy rewrites at the University of Colorado Colorado Springs are to be done using the track changes option available in Microsoft Word.

Policy revisions submitted to the Office of Policy Management, located in the Office of the Vice Chancellor for Administration and Finance, for consideration must be free of comments, unless such comment is directed to the Senior Vice Chancellor for resolution.

At times, a policy requires such a significant revision that track changes is not practical. In such cases, the following information must accompany the policy revision.

Policy Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Title Ext

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please indicate why track changes was not used for the policy revision:
2. Please summarize the material changes to the policy. Include in the summary, the numeric references to the current policy and the numeric reference to the proposed revised policy where such changes occurred.

Return completed form to the Policy Office, VCAF.