**Implementation Checklist**

*To complete this form, download the document to your computer and open in Word.*

**This Checklist if for Policy** (type number and name):

1. **Proposed Communication and/or Training Date:**
2. **Proposed Implementation Date** *(this date should be at least 2 weeks after communication/training date in #1):*
3. **If changes will be made in any of the follow, check the box and enter the proposed completion date.**

[ ]  \*Policy and Procedure Manual – date:

[ ]  \*Catalog - date:

[ ]  \*Website – date:

[ ]  Handbooks – name of handbook and date:

[ ]  Curriculum – name of courses and date:

[ ]  Student Information System – date:

[ ]  Learning Management System – date:

[ ]  Any other forms, documents, or platforms – date:

\* Send links to the final policy, all documents and forms, catalog language, and website language to the Executive Director of Academic Compliance and Reporting or designee.

1. **Training Materials.** What training materials have been created and who will deliver the training? Link to the training materials here:
2. **Notification of change**. How will the change be communicated to the community (beyond Faculty Senate, UC, and PC meetings?) If email or banner communication in the LMS is being used, include the text here:
3. **Any follow up communications planned?** If yes, detail here: