**Operating Protocol & Procedure Proposal Form**

Please use this form to propose a new operating protocol. If you are requesting a change to an existing operating protocol, please use the Operating Protocol & Procedure Modification Form.

To propose a new operating protocol, provide the following information. Information should be proofed and free of any typos or grammatical errors. Once complete, attach this form to an email as a Word document and send to [Pres@pueblocc.edu](mailto:Pres@pueblocc.edu) for review and to begin the approval process. This form is ADA compliant; if you are cutting/pasting into this form, please inspect the document to ensure accessibility before submitting.

## General Information:

Name: Click to enter name. Title: Click here to enter title. Dept. Click here to enter dept.

Is the proposed protocol replacing and existing one?  Yes  No

If you checked yes, please indicate the number of the operating protocol that is being replaced: Click here to enter number.

Is this an Emergency Protocol? Yes  No

For Emergency Protocols Only

**Please indicate which emergency circumstance applies to this submission:**

A change in state, federal, or local statutory law, administrative agency ruling, or court decision, PCC board policy, CCCS board policy, or Colorado Dept. of Higher education policy, which would necessitate the creation, revision, or deletion of a PCC protocol.

A campus event/emergency, the occurrence of which potentially compromises the immediate health, safety, or welfare of students or employees of the college.

A college budgetary emergency, necessitating immediate action by the President.

**Please explain the emergency nature of the proposed protocol, revision, or deletion:**

Click or tap here to enter text.

## Details:

Title of operating protocol: Click to insert title.

Category: Click here to select category. Office of primary responsibility: Click here to enter office or department name.

## Purpose:

Click here to state the purpose of this protocol.

## Applicability:

Click here to state to whom this protocol will apply.

## Definitions:

Click here to provide any necessary definitions.

## References (provide hyperlinks if possible):

Click here to list any references.

## Attachments or Related Documents (list and send as separate documents):

Click here to list any attachments or related documents.

## Operating Protocol:

Click here to clearly state the operating protocol.

## Procedure:

Click here to state the procedure, if any, related to this protocol.