Policy *611* Version 1 *12/07/18*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | Policy 611 Student Travel Policy |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
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| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: Policy 334 and Policy 611 are being combined into one policy. Policy 611 can be removed from the policy manual when the updated changes for Policy 334 have been approved.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Office/Department/Name and the date submitted – Student Affairs 12/7/2018
* Email address of the person who should be contacted with revisions – mary.asheim@ndsu.edu or matthew.skoy@ndsu.edu
 |
| ***This portion will be completed by SCC Secretary (Kelly Hoyt).***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
 |
| **Legal Review:** |  |
| **Responsible Office:** |  |
| **Senate Coordinating Committee:**  |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **Provost:**  |  |
| **President:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

SCC://SCC\_cover\_sheet.doc Revised 11/09/2017