**To:** Secretariat, McGill University

**From:**

**Title of Document:**

**Type of Document (Directive, Guidelines, etc):**

**Date:**

**PREAMBLE:**

The Secretariat normally posts on its webpage Policies and Regulations approved by the University Governance bodies (Board and/or Senate).

The posting of other type of documents is subject to approval by the Secretariat and restricted to documents that have broad University impact.

**FOR COMPLETION BY REQUESTER:**

Once completed, please send this form to maria.kontzidis@mcgill.ca.

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| 1. What is the nature of the document? |
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| 2. What purpose does it serve and to whom does it apply? |
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| 3. What is the rationale for including on Secretariat’s webpage? |
| Please refer to preamble. |