Name of Policy or Procedure	Step 1: Audience *Who is this for?*	Step 2: Purpose *What is this doing?*	Step 3: Adverse Impact *Who is this NOT benefiting? Explain why.*	Step 4: Equitable Impact *Who is this (has it) benefit(ing/ed)? Explain why.*	Step 5: Requirement *Does a governing body require the policy/procedure?*		Step 6: Recommendation *Keep? If there are accessibility issues specify. Change? Repeat steps 1 - 6, add new line, specify line #.*	
	Students				Yes	Required by:	Keep	Specify:
	Employees				No		Change	Repeat steps 1 -6. Line #
	Students				Yes	Required by:	Keep	Specify:
	Employees				No		Change	Repeat steps 1 -6. Line #
	Students				Yes	Required by:	Keep	Specify:
	Employees				No		Change	Repeat steps 1 -6. Line #
	Students				Yes	Required by:	Keep	Specify:
	Employees				No		Change	Repeat steps 1 -6. Line #
	Students				Yes	Required by:	Keep	Specify:
	Employees				No		Change	Repeat steps 1 -6. Line #
	Students				Yes	Required by:	Keep	Specify:
	Employees				No		Change	Repeat steps 1 -6. Line #
	Students				Yes	Required by:	Keep	Specify:
	Employees				No		Change	Repeat steps 1 -6. Line #
	Students				Yes	Required by:	Keep	Specify:
	Employees				No		Change	Repeat steps 1 -6. Line #