

Department/Office

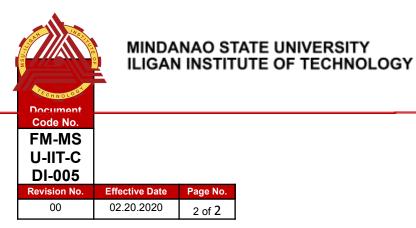
Date filed

DOCUMENT CHANGE REQUEST (DCR)

:_______ :______

| Type of Request | () New Document () Document Revision () Document Nullification () Document Correction () Others | | |
|--|--|--|--|
| Type of Document | () MSP () Systems Control Procedure () Documented Procedures Manual () Form () Others | | |
| Justification of change | () New Document () Typing Error () Process change () New Responsibility () Change Form () Add reference () Others | | |
| Document Code Number and Title: | | | |
| Revision Status: From: To: | | | |
| DESCRIPTION OF DOCUMENT CHANGE | | | |
| F | From Existing To (Proposed) | | |
| | | | |
| Request Result:ApprovedDeniedRevised Reasons for Denial: | | | |
| Prepared by (Process Owner): Date: | | | |

DCR No.: ____



| Reviewed by (QMC): | Date: |
|-------------------------------------|-------|
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| | |
| Approved by (Institute Chancellor): | Date: |
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