Publications and Manuals Annual Review Form

1. Date:
2. Name of Lead Reviewer (Publication/Manual Owner):
3. Name of Publication/Manual:
4. Brief list below the names and positions of those individuals involved in the publication/manual review and evaluation process:
5. Brief Summary of Changes/Updates to the Manual with page numbers (be sure all additions are highlighted in the publication/manual):
6. Please attach any copies of meeting minutes.

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Lead Reviewer – Publication/Manual Owner Date  
Signature of Completion

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Office of Institutional Assessment and Effectiveness Date

Signature of Receipt