This form allows academic, administrative, and support units to justify budget adjustments for “Closing the Loop” initiatives identified through the assessment process.

**Unit: Unit Head: Date:**

**Description of Initiative:**

**Evidence of Need :** (Cite specific evidence from Assessment Report)

**Alignment**: (Describe how the initiative aligns with College, Complete College Georgia, and/or unit, goals.)

**Type of Adjustment Requested:**

Operating Expenses Personnel Equipment, Technology (Hardware) Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount of Adjustment Requested:**

**Note: This form must be submitted with the assessment report and must also be attached to the annual MGA budget request form of the appropriate unit.**