

# Transmittal for Proposal / Revision / Review of RSCC Policy

1. Action (please choose one)

Office responsible for policy:

2. Briefly explain the reason for proposing the revision or new policy or, if a review, list policy by number and title.

3. Date Submitted to President's Cabinet

Name of President's Cabinet Member Originator / Reviewer

**President's  
Signature**

Date

*Complete numbers 4, 5 and 6 for a New or Revised policy only.*

4. Is this a New, Current, or Revised policy title

Policy Title

5. Current RSCC Policy Number

New Policy Number (to be assigned by OIER)

TBR Policy Reference Number (if applicable)

TBR Guideline Reference Number (if applicable)

6. Additional Reviews Required

None (If no additional reviews are required, the President's signature above will denote final approval.)

Administrative Council

Faculty Senate

Student Government Association

Support Staff Council

\*Once the new policy/revision has received initial approval from the President and the President's Cabinet, please send an electronic copy of the new policy/revision to [Anne Holder](#).

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For Use Only by the Office of Institutional Effectiveness, Planning and Research

Rev. 1 06/20/2016

Electronic copy of Policy/Revision received

Signed Transmittal Form received

Next Review Date