

# Transmittal for Proposal / Revision / Review of RSCC Policy

Action for policy:

Office responsible for policy:

Briefly explain the reason for proposing the revision or new policy. (If this is a policy review without any revisions then enter the policy number and title here and send directly to the cabinet member for approval from the president.)

Name of cabinet member presenting to President's Cabinet

Date Submitted to President's Cabinet

President's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Complete the following for revised or new policies only.*

Policy Title:

Is this a New, Current, or Revised policy title?

Current RSCC Policy Number:

If new policy, OIER will assign number. However, you may suggest a policy number.

TBR Policy Reference Number (if applicable):

TBR Guideline Reference Number (if applicable):

Additional Review Required?

None (If no additional reviews are required then 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 approval from the president please send an electronic copy of the new policy/revision to Anne Holder [holderac@roanestate.edu](mailto:holderac@roanestate.edu).

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For use only by the Office of Institutional Effective, Planning and Research

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Electronic copy of policy received

\_\_\_\_\_  
Signed Transmittal Form received

\_\_\_\_\_  
Next review date