

# Roane State Community College

## Guideline G-120

### Subject: Format Guideline to Review / Revise RSCC Policy

Approved: October 6, 2014

---

Go to the RSCC Policy page: <http://www.roanestate.edu/policies/>

Find the policy you want to review / revise and click the “Download for Editing” button near the top and to the right of the policy page.

**SAVE the policy** – File, Save As, Save as Type “Word Document”.

Turn on the “Track Changes” by holding down the Ctrl & Shift keys and pressing ‘E’.

Make revisions but do not change the formatting. If you are proposing a new policy please follow the formatting example at the bottom of this page.

Make your revisions and save the markup file for submission. The markup is needed to make changes to the web (HTML) policy.

Complete a [Transmittal Form for Proposing/Revising/Reviewing RSCC Policies](#).

Submit both an electronic and hard copy of the policy and transmittal form to a President’s Cabinet member to bring to the President’s Cabinet for approval.

Once the policy has been approved by the president it will be forwarded to Institutional Effectiveness, Planning and Research for uploading to the policy web site.

Please address all questions to [Anne Holder](#), extension 4224.

For NEW policies please follow this format:

- I. Introduction
- II. Guideline
  - A. Format
    1. Electronic Copy
    2. Hard Copy
      - a. Policy
      - b. Transmittal Page
        - i.
        - ii.
  - B. Approval
- III. Questions