

Transmittal for Proposal, Revision or Deletion of RSCC Guideline

Action for Guideline:

Office responsible for Guideline:

Briefly explain the reason for proposing a new or revised guideline.

Name of cabinet member presenting to President's Cabinet

Date Submitted to President's Cabinet

President's Signature _____ Date _____

Guideline Title:

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

Current RSCC Guideline Number:

If this is for a new guideline, OIER will assign the 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 guideline/revision has received approval from the president that office will forward this transmittal and the guideline to Anne Holder holderac@roanestate.edu.

For use only by the Office of Institutional Effectiveness and Research

Electronic copy of guideline received

Signed Transmittal Form received

Next review date