

University Policies, Procedures, and Guidelines

Cover Sheet

Please submit this form, a hard copy, and an IBM format electronic copy of the policy to be revised to Vickie Kiser, Campus Box 1000. Policy, Procedure, or Guideline

Title: _____

This Policy, Procedure, or Guideline is

an addition to this manual

a revision to this manual (**please highlight revisions in hard copy**)

a deletion from this manual

Initiating Office:

Title of Contact Person/phone: _____

Effective Date: _____

Supersedes: _____

Legal Citation (if needed) _____

Name of Submitter/ Phone: _____

Approved by:

President Date

Vice President (for procedures not requiring Date
President's signature)