

# 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)