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| **pms202_logo.jpg** | ***[Title of Procedure]*** | **OFFICIAL COLLEGE**  **PROCEDURE**  **[PROPOSED]** |
| **OFFICE RESPONSIBLE FOR PROCEDURE:** | **TITLE OF PERSON RESPONSIBLE FOR PROCEDURE:** | **POLICY TO BE APPENDED:** *[if applicable – add hyperlink]* |
| **CONTACT INFORMATION:** | **EFFECTIVE DATE:** | **SUPERSEDES:** *[if applicable]* |
| **ORIGINATOR OF PROPOSAL OR REVISION:** | **ORIGINATION DATE OF PROPOSAL OR REVISION:** | **REVISION HISTORY:** *[if applicable]* |

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**SIGNATURE PAGE FOR PROCEDURES AT RHODE ISLAND COLLEGE**

**[Title of Procedure]**

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| ***DEFINITION:******Procedures*** *prescribe a series of steps necessary in order to carry out a policy. Policies are often appended with procedures, although procedural documents can also stand alone. All new procedures or material amendment(s) thereof must be approved at the vice presidential level; however, whenever the procedure or amendment affects more than one college division, review and approval must be obtained at the level of the President’s Executive Cabinet (P.E.C.).*  *[citation: Policy on College Administrative Policies, Part 4, § D.2.]* | | |
| **NAME AND TITLE OF ORIGINATOR:** | **SIGNATURE:** | **DATE SIGNED:** |
| **NAME AND TITLE OF VICE PRESIDENT:** | **SIGNATURE:** | **DATE SIGNED:** |
| **NAME AND TITLE OF P.E.C. REPRESENTATIVE**  *[if applicable]***:** | **SIGNATURE:** | **DATE SIGNED:** |

***PLEASE FORWARD AN ELECTRONIC COPY OF THIS PROCEDURE TO THE OFFICE OF INSTITUTIONAL RESEARCH AND PLANNING (***[***irpo@ric.edu***](mailto:irpo@ric.edu)***) AFTER IT HAS BEEN APPROVED***