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| **pms202_logo.jpg** | ***[Title of Guideline]*** | **OFFICIAL COLLEGE**  **GUIDELINE**  **[PROPOSED]** |
| **OFFICE RESPONSIBLE FOR GUIDELINE:** | **TITLE OF PERSON RESPONSIBLE FOR GUIDELINE:** | **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 GUIDELINES AT RHODE ISLAND COLLEGE**

**[Title of Guideline]**

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| ***DEFINITION:******Guidelines*** *provide recommendations and advice that allow some discretion or leeway in interpretation, implementation, or use. They often reflect best current practices. Guidelines may be appended to policies or procedures, and can also stand alone. Guidelines must be reviewed and approved at one administrative level above their point of origin.*  *[citation: Policy on College Administrative Policies, Part 4, § D.3.]* | | |
| **NAME AND TITLE OF ORIGINATOR:** | **SIGNATURE:** | **DATE SIGNED:** |
| **NAME AND TITLE OF ORIGINATOR’S SUPERVISOR:** | **SIGNATURE:** | **DATE SIGNED:** |

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