

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1000.C**

**SUBJECT:** Attachment C – Format for Southern Administrative Announcements (SAA)

**REFERENCE:** SCP-1000, MAP Development System

**ORIGINATION:** April 6, 1999

**EFFECTIVE:** April 6, 1999

**REVIEWED:** January 24, 2008

**SECTION 1. PURPOSE**

- 1.1 To establish the format and procedures for publication of Southern Administrative Announcements (SAA).

**SECTION 2. DEFINITION**

- 2.1 Southern Administrative Announcement (SAA) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SIPs, SCPs or SAMs.

**SECTION 3. NUMBERING**

- 3.1 Southern Administrative Announcement numbers will consist of the prefix “SAA” and a four-digit subject classification number. Administrative Announcements will also carry a control number, consisting of consecutive numbers beginning the first of each fiscal year with number 1 (1-9899, 2-9899, etc.). The President’s Office will assign the control number. The number will be assigned prior to printing and will appear in the upper-right-corner of each page of the announcement.

**SECTION 4. EXPIRATION DATE**

- 4.1 An expiration date will be shown in the appropriate block. Normally, expiration dates will be within six months to one year from date of issue; however, this date can be later depending upon the purpose of the announcement.

**SECTION 5. FORMAT**

- 5.1 The SAA will be in a memorandum format on Southern letterhead with the phrase “SOUTHERN ADMINISTRATIVE ANNOUNCEMENT” at the top of the page, second and succeeding pages will be on plain bond with a header showing announcement number and date.

## **SECTION 6. CHANGES OR REVISIONS**

- 6.1 When a substantial change to an announcement is required, such information will be issued as a new announcement, with a new expiration date. The new announcement will be assigned a subject title and new number as appropriate.

## **SECTION 7. PROCESSING FOR PUBLICATION**

- 7.1 Southern Administrative Announcements will be prepared by the President or his/her designee. SAAs will be coordinated, and distributed in the same manner as Southern College Policies.