

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

SUBJECT: Attachment D – Format for Southern Administrative Manuals (SAM's)

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 Manuals (SAM).

SECTION 2. DEFINITION

- 2.1 Southern Administrative Manuals (SAM) will be used to issue a large amount of specialized subject matter, procedural information of a continuing nature which is best published in manual form, or to group, for ease of reference, a number of issuances in the same subject matter area.

SECTION 3. AUTHORIZATION

- 3.1 Manuals must be approved by the Vice President of originating unit and the Executive Vice President. The Vice President, Dean or Director of the requesting unit is responsible for ensuring the proposed manual complies with current applicable federal, state, board, and institutional rules and policies. The Vice President, Dean, or Director will submit a memorandum to the President, through the Executive Vice President, requesting authorization for the proposed manual. Requests will include:
- 3.1.1 title of proposed manual
 - 3.1.2 purpose and outline of manual contents (Attach draft of a proposed preface page.)
 - 3.1.3 planned format
 - 3.1.4 approximate number of pages
 - 3.1.5 distribution
 - 3.1.6 office responsible for issuance
 - 3.1.7 scheduled date of review for revision.

SECTION 4. PROCESSING FOR PUBLICATION

- 4.1 The authorized originating unit will be responsible for preparing drafts, making corrections, and processing a final copy of the manual.
- 4.2 Reviewers will submit comments or concurrences within an established time limit. Comments will be considered by the originator and issuances will be revised as necessary. When major differences exist, these will be resolved prior to publication according to provisions of the MAP system policy.
- 4.3 Distribution information will be shown in the lower-left corner of signature pages and normally will be in the form of a distribution code or list.
- 4.4 Record case files will be retained by issuing unit.

SECTION 5. FORMAT

- 5.1 The President's Office will assign numbers to each SAM consisting of identifying prefix "SAM," and a four-digit subject classification number, a decimal point, and a consecutive number if necessary. The number will appear in the upper-right corner of the cover and preface page and may be included on each page, if appropriate.

SECTION 6. CHANGES OR REVISIONS

- 6.1 Changes or revisions will follow the procedure prescribed for Attachment B - Format for Southern College Policy (SCP).

SECTION 7. COVER

- 7.1 The cover will carry the manual number in the upper-right corner, the title of the manual, and the name of the originating unit.