

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

SUBJECT: Format for Southern Administrative Announcements (SAA)

REFERENCE: SCP-1000, MAP Development System

ORIGINATION: April 6, 1999

EFFECTIVE: December 11, 2012

REVIEWED: September 19, 2012

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 SEPs, 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.