



Administrative Services Council
Rule and Guidelines/Procedures Submission\*

Developer: Name (please print) Title Date

Representative of (if applicable): Association and/or Committee

Rule or G/P Title: (AR# if applicable)

ASC Meeting Date: (Electronic submission to: pkalz@austincc.edu five days prior to meeting)

Action Requested: Discussion New (Rule/GP) Revised (Rule/GP)

If Revised, what status? Pro Forma Substantive

Rationale:

Review Status: 1st Review 2nd Review (Submit w/ comments)

[1st Review only] Developer has consulted with the following relevant members of the College community and attached comments from noted group

Please attach the proposed administrative rule or guidelines/procedures to this form.

\*Submitted by the developer to the ASC Chair when proposing new or revised administrative rules or guidelines/procedures.

\*\*Pro Forma revision: involves minor, unambiguous modifications that reflect changes in organizational or position titles or clearly defined changes in organizational responsibilities; or, corrections in spelling, punctuation or grammar. Substantive revision: involves substantial modifications to current rules or guidelines/procedures.