## PRR Routing Sheet Instructions Please note that the PRR Routing Sheet must accompany all PRRs that are submitted to the Chancellor’s Cabinet Meeting (CCM).

**Correct document naming protocols: POL/REG ##.##.## - Title - Routing and Redline**

 **POL/REG ##.##.## - Title - Clean**

**Please delete highlighted instructions prior to submitting your proposed new or revised PRR.**

**PRR ROUTING SHEET**

**PROPOSED REVISION TO:** POL/REG ##: Title

**NEXT REVIEW SCHEDULED FOR:** \_\_\_ 1-year \_\_\_\_ 3-years \_\_\_ 5-years

**Rationale:**

**Consultation Process:**

|  | **Name/Title/Department** | **Date** |
| --- | --- | --- |
| **PRR Process Point of Contact** |  |  |
| **Responsible Official**Chancellor or Executive Officer with delegated authority and/or other administrators as designated to develop Regulation or Rule |  |  |
| **Executive Officer** Delegated authority to review & approve |  |  |
| **Consulted Stakeholder(s), Constituent(s), OGC attorney, and/or Compliance Officer** (add more rows as necessary) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Office of General Counsel** |  |  |
| Submitted to Chancellor’s office for inclusion on the Chancellor’s Cabinet meeting agenda: |  |

## PRR Template Instructions:Please review NC State [REG 01.25.05 (PRR Protocol)](https://policies.ncsu.edu/regulation/reg-01-25-05/) for guidance on the procedure for formatting, adopting, and publishing policies, regulations and rules. This template is intended for use in drafting and revising PRRs. The document Guidelines for Drafting PRRs is available as an additional resource.

## New PRRs will be given a number by the OGC Policy Administrator based on the relevant functional category.

## Please delete highlighted instructions prior to submitting your proposed new or revised PRR.

##

PRR #00.00.00

| Policies, Regulations and Rules | Authority |
| --- | --- |
| Title[Title of policy, regulation or rule] |
| Classification |
| PRR Subject |
| Contact InfoTitle of person and their office to contact in order to obtain information about the PRR, with telephone number and/or general email account  |

**History:** First Issued:

Last Reviewed:

Last Revised: [this is the effective date of the revision, typically the date approved by Cabinet or BOT]

**Related Policies:** [insert hyperlinks to PRRs, Board of Governors, Board of Trustees or GA policies and regulations]

**Additional References**: [insert statutory references, web site references, forms or other related information, with hyperlinks as appropriate]

**1. [Section Title/Heading]**

 1.1 [Section Sub-title/Sub-heading]

1.1.1 [Subject title, if necessary]

 1.1.2 [Subject title, if necessary

 1.1.3 [Subject title, if necessary

1.2 [Section Sub-title/subheading]

1.2.1 [Subject title, if necessary]

1.2.2

1.2.3

Additional sections may be added in the above outline format