



Policies are statements of institutional positions on various topics. They meet criteria in one of the following categories: a) Supports the college's mission and values, b) Ensures the institution's compliance with external mandates, c) Assures efficient use of resources, d) Reduces risks or e) Promotes consistency by those acting for the institution. College policies impact the entire institution and their applicability is not limited to a single institutional unit. They are developed to guide institutional decisions or actions.

Procedures are written statements of specific processes initiated to implement a policy. Procedures are subject to regular change to improve the manner in which a policy is administered. Procedures are not policies. Procedures don't tell us what must be done, but how something must be done. Procedures are the methods for implementing policies.

* If changes are substantive, policy will be reposted for campus review.

** Various governance bodies have specific procedures for handling revisions and review.