

POLICY & PROCEDURES MEMORANDUM

**TITLE: POLICY & PROCEDURES
DEVELOPMENT,
REVIEW AND APPROVAL**

EFFECTIVE DATE: April 24, 2012

CANCELLATION: AD-1220.2 (7/6/04)

CATEGORY: Administrative (AD)

POLICY STATEMENT

Definition

“Policy and Procedures Memoranda” (PPMs), the *Delgado Community College Catalog*, and the *Delgado Student Handbook* are the College’s implementation of rules and/or regulations contained in the policies established by the Louisiana Community and Technical College System, the Louisiana Board of Regents, and applicable external policies and regulations, including federal and state laws and regulations, and the Principles of Accreditation, Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC). These policy documents complement LCTCS, Regents, and applicable external policies and regulations and serve as guidelines for the College’s operating procedures.

PPMs are classified as either (1) College PPMs (policies and procedures that have a college-wide impact) or (2) Internal/Departmental PPMs (policies and procedures affecting specific departments). Both College PPMs and Internal/Departmental PPMs are issued and updated through an established policy development, review and approval process to ensure effective implementation of policies and procedures (Attachments A and B). The process for the development, review and approval of the policies and procedures in the *Delgado Community College Catalog* and *Delgado Student Handbook* is outlined in this memorandum.

Changes in College Policy and Procedures

To allow for study and collaboration by college constituents responsible for and affected by implementation of policy, the College maintains an established policy and procedure review process. The College PPM review process provides opportunities for responsible departments, appropriate standing or ad hoc committees, and appropriate College Councils to make recommendations on proposed new and changes in current policy and procedures prior to approval (Attachment A). The Delgado Community College Chancellor has final approval authority of all official College Policy and Procedures Memoranda.

On occasion, following approval by the Chancellor, College PPMs may be impacted by changes in organizational structure, job titles, legislation, external regulations, organizational changes in procedures, etc. To ensure compliance and relevance, these changes are reflected in College PPMs as “updates.” Such updates to existing PPMs require the approval of the appropriate Vice Chancellor, with the *effective date* and the *nature* of the update (title update, legislative update, external regulation update, form addition/deletion, procedural update, etc.) clearly listed on the College PPM.

The Internal/Departmental PPM review process provides opportunities for responsible departments and appropriate College Councils to make recommendations on proposed new and changes in internal/departmental policies and procedures (Attachment B). The appropriate Vice Chancellor is responsible for approving Internal/Departmental PPMs.

The review and approval process for the policies and procedures in the *Delgado Community College Catalog* is conducted on an annual publication basis, while the review and approval process for the policies and procedures in the *Delgado Student Handbook* is conducted on a semester-by-semester publication basis. Each section of these publications is assigned to a specific responsible administrator, who reviews and approves the designated section, with input from the responsible departments and College Councils, as applicable.

Effective Date

College PPMs become effective on the date approved by the Chancellor or on the designated date on the PPM, as appropriate. Internal/Departmental PPMs become effective on the date designated by the appropriate Vice Chancellor. The policies and procedures published in the *Delgado Community College Catalog* and the *Delgado Student Handbook* become effective upon date of publication.

CANCELLATION

This policy and procedures memorandum cancels AD-1220.2, *Policy and Procedures Development, Review and Approval*, dated July 6, 2004.

Policy Reference:

Louisiana Community and Technical College System Policies
Louisiana Board of Regents Policies
Principles of Accreditation, Southern Association of Colleges and Schools, Commission on Colleges

Attachments:

Attachment A - College Policy and Procedures Development, Review and Approval Process Flow Chart

Attachment B - Internal/Departmental Policy and Procedures Development, Review and Approval Process Flow Chart

Review Process:

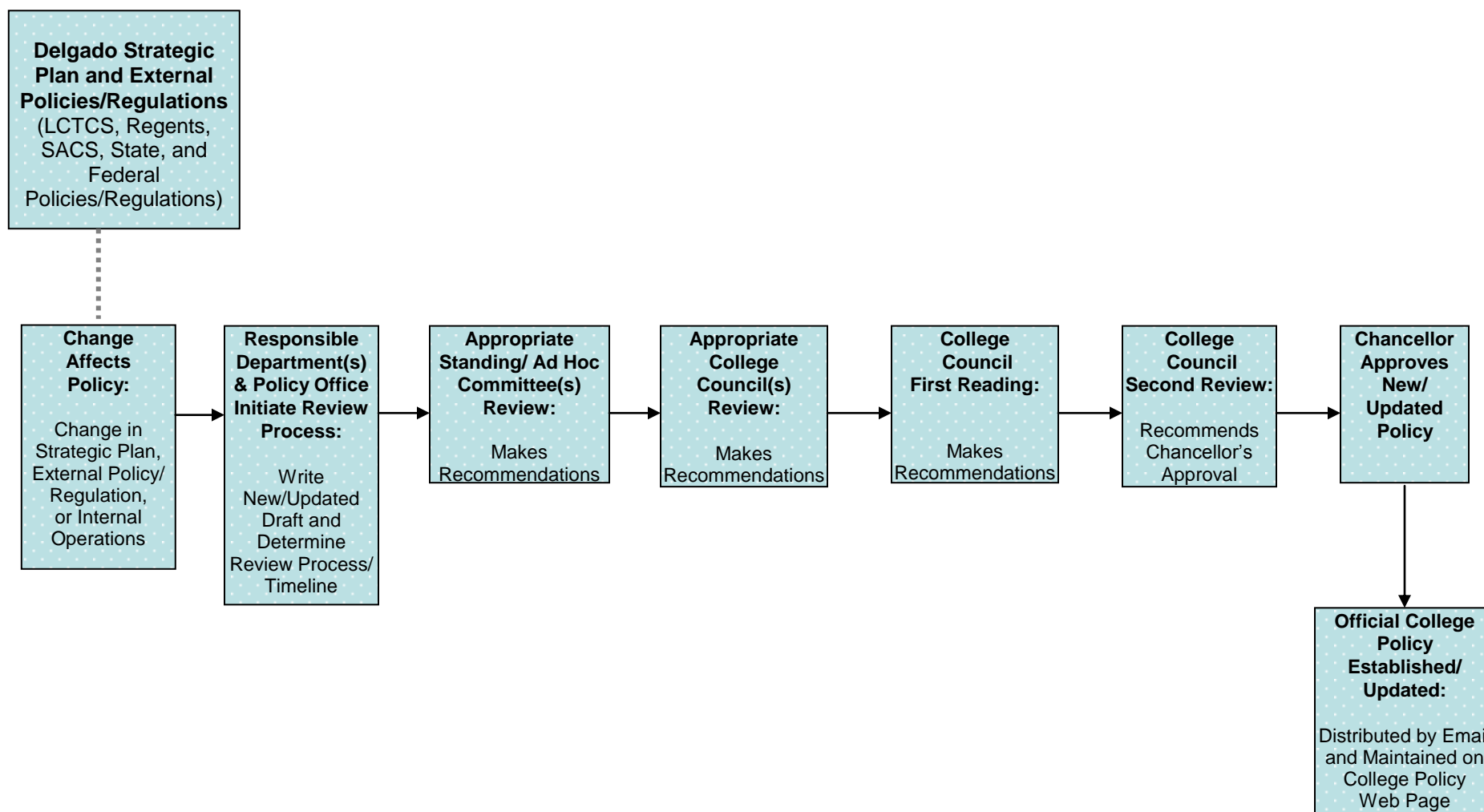
Executive Council 4/12/12
College Council 4/24/12

Distribution:

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College Policy and Procedures Development, Review and Approval Process





Internal/Departmental Policy and Procedures Development, Review and Approval Process

