

**POLICY & PROCEDURES MEMORANDUM**

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

**EFFECTIVE DATE:** July 6, 2004

**CANCELLATION:** none

**OFFICE:** Administrative Affairs (AD)

**POLICY STATEMENT**

**Definition**

“Policy and Procedures Memoranda” (PPM) are Delgado Community 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 regulations and the Principles of Accreditation, Southern Association of Colleges and Schools (SACS), Commission on Colleges. PPMs 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).

**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 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.

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.

### **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.

### *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

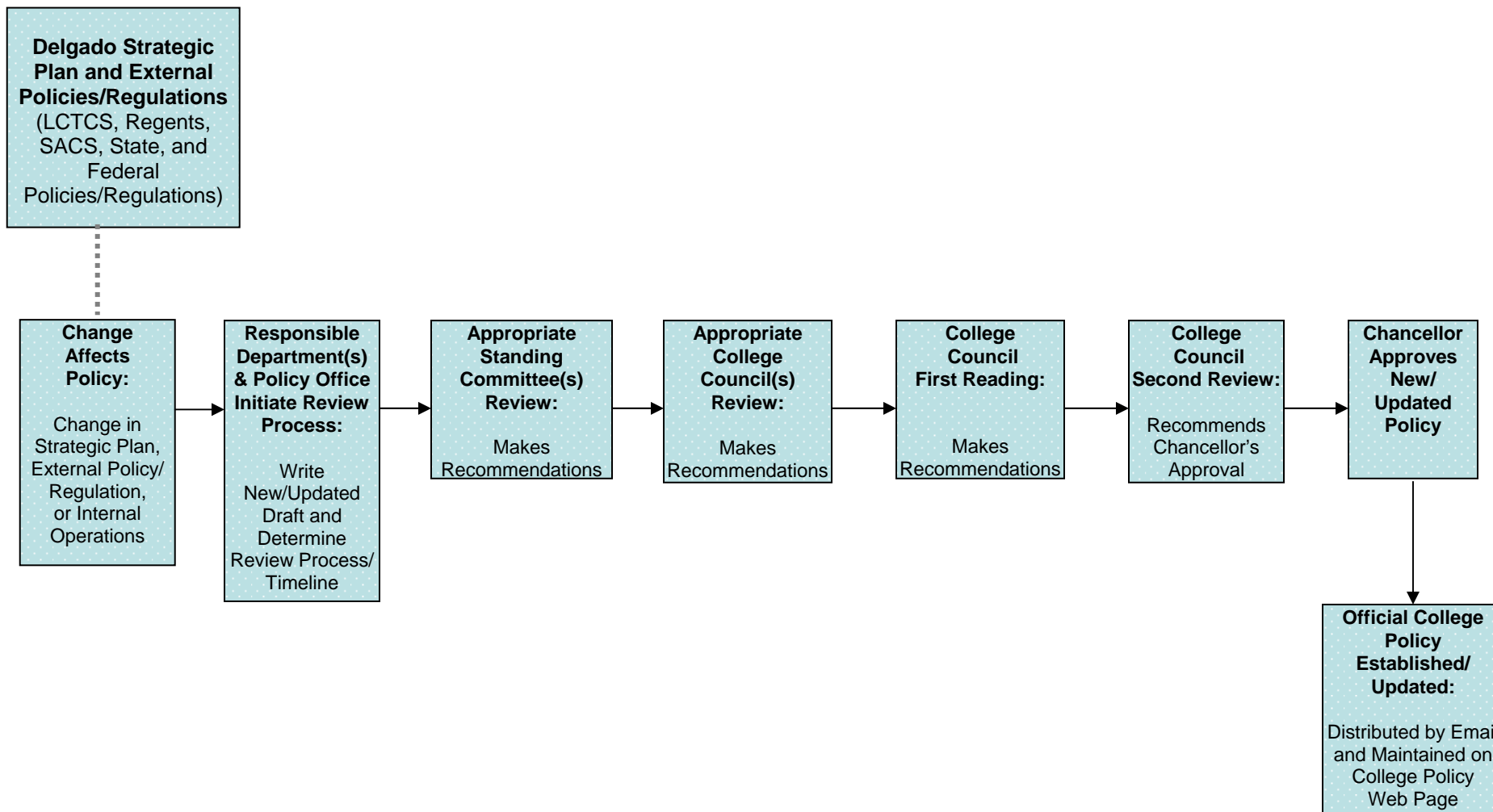
Attachment B - Internal/Departmental Policy and Procedures Development, Review and Approval Process Flow Chart

### *Distribution:*

Distributed Electronically Via the College's Internet and Email Systems



## College Policy and Procedures Development, Review and Approval Process





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

