



Title of Policy: POLICY DEVELOPMENT, REVISION AND COMMUNICATION

Policy (check one): New Revised

Applies to (check all that apply):

Faculty **Staff** **Students**

Division/Department **College**

Purpose:

To provide guidance for the issuance, review and publication of College policies and to ensure consistent practices throughout the College.

Policy Statement:

It is the policy of Baltimore City Community College to achieve efficiency and effectiveness of operations by initiating, reviewing, revising, approving and/or eliminating College policies as appropriate. Policies are to be reviewed at least every three to five years (or more frequently if required by law) to ensure that they are updated and compliant with current requirements.

A policy is a statement of a rule that is generally broad in scope and subject to approval by the Board of Trustees to provide direction and assistance to the College community in the conduct of College affairs.

A procedure is a statement of rule that prescribes more specific action which conforms with established policy and is subject to approval by the president.

Originator/Division: Office of the President

Board of Trustees Approval Date(s): November 26, 2007; March 14, 2024

Implementation Date(s): November 26, 2007; March 14, 2024

****This policy once approved by the Board of Trustees supersedes all other policies.***