

Policy Name: Establishing & Maintaining College Policies - SCHS
Policy Number: ADM 1.01
Title of Policy Owner: Campus Director & Dean of Academic Affairs - SCHS
Policy Type: ☒RHEI/Shared Services ☐BSMCON ☒SCHS ☐SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2023
Version: 1.0
Policy Status: Approved

I. Policy

Southside College of Health Sciences (SCHS) creates, institutes and maintains policies and procedures that establish clear guidance for business and academic practices.

II. Purpose

Establish a uniform method for creating or changing policies and procedures that are unique to SCHS.

III. Scope

The policies of SCHS include only those policies and procedures that are generally applicable to more than one department or program at the College. Issues affecting only one department or program are not to be considered within the scope of this policy.

IV. Definitions

Policies: statements of management philosophy and guidelines that provide direction and assistance to the campus community to assist in the day-to-day activities of the College.

Procedures: statements that delineate specific actions to be taken to adhere to established policies, allowing for the orderly implementation of said policies.

V. Policy Details

The RHEI Leadership Team will be responsible for review of all policies. An ad hoc committee of this RLT will be appointed to review for correct form, formatting, and consistency of policies across all departments and programs of the College. Any recommendations for content change will be reviewed and forwarded to the policy owner. Final approval of all policies rests with the RHEI Leadership Team.

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between SCHS and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	RHEI Leadership Team
1.1	8/2/2023	New Template	RHEI Leadership Team