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| Policy Name:           | Establishing and Maintaining College Policies |
| Policy Number:         | ADM 1.01                                      |
| Title of Policy Owner: | Executive Council                             |
| Approved by:           | Executive Council                             |
| Effective Date:        | 8/15/2021                                     |
| 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 Executive Council will be responsible for review of all policies. An ad hoc committee of this Council 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 Executive Council.

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

- a. 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 | Executive Council |