

KAUA‘I COMMUNITY COLLEGE

Administration, General

1. Purpose

To establish a procedure whereby policy determinations of a permanent nature are recorded, reviewed, and distributed campus wide. This policy excludes Academic Affairs policies (4-) which are governed by Kaula‘i Community College (KCC) Administrative Procedure 4-17.

2. Policy

Policy proposals may emanate from any individual of the campus community. However, such proposals do not become official policy until they have been presented to and reviewed by College Council, approved by the chancellor, and published by the Office of Institutional Effectiveness.

3. Procedure

- A. Official KCC policies will be published in a series of policy guidelines authenticated by the chancellor. The following numbering system will be utilized:

Subject Area Series

Administration, General 1-

Administration, Personnel 2-

Administration, Facilities 3-

Academic Affairs 4-

Student Affairs 5-

Additional as needed 6-, 7-, etc.

- B. The development or revision of a policy will follow the process shown in Appendix A.
- C. The Institutional Effectiveness office will publish policies within 30 days of approval. KCC policies will be published electronically on the college website and available on the college documents server.

- D. All policies will be reviewed at least every five (5) years by the appropriate campus unit (academic affairs, student affairs, administration, etc.) and must align with ACCJC policies, standards, and eligibility requirements. The date of the last review will be included on the policy.

Appendix A: New Policy Development or Revision of Policy Process

