

Policy Definition and Approval Process

A. Determining Whether a Statement is a Policy or a Procedure

College policies are guiding principles that express the institutional culture, goals, and philosophy. Policies promote consistency and operational efficiency, enhance the University's mission and mitigate significant institutional risk. Policies guide decision-making and limiting or setting parameters or choices. Policies typically require senior administrative review and approval.

Procedures are step-by-step descriptions of the tasks required to support and carry out organizational policies. Procedures articulate the process for accomplishing controls. Procedures might also document a course of action accomplished in a defined order, ensuring the consistent and repetitive approach to accomplish control activities

Policies:	Procedures:
Have widespread application	Have a narrower focus
Are normally non-negotiable	Are subject to change and continuous improvement
Change infrequently	Are a more detailed description of activities
Are expressed in broad terms	Are statements of how, when and/or who
Are statements of what and/or why	Detail a process
Sometimes help comply with local, state and federal laws and regulations	Sometimes help comply with local, state and federal laws and regulations

B. Process to Have a New or Revised Policy Approved and Placed on Policy Website

- a. Submit written policy to the Compliance Oversight Leadership Team (COLT) chair, and the Committee will review policy for status (policy or procedure), format (see Policy Template), and clarity.
- b. COLT will provide feedback to the originator, who then submits revised policy to the appropriate divisional vice president for approval and/or further review by the senior staff and president
- c. Originator then submits final approved policy to COLT chair for inclusion on the Policy website