



SOUTH LOUISIANA COMMUNITY COLLEGE

POLICY NUMBER: **IP - 1200**

**POLICY AND PROCEDURES MEMORANDUM**

<b>Title:</b>	<b>SLCC Policy on Policy Development</b>
<b>Effective Date:</b>	<b>07/28/2017</b>
<b>Date of Last Revision:</b>	<b>11/16/2022</b>
<b>Review Date:</b>	<b>02/14/2023</b>
<b>Cancellation:</b>	
<b>Responsible Office:</b>	<b>Institutional Excellence</b>

## SLCC Policy on Policy Development

### *Policy*

South Louisiana Community College's (SLCC's) policies are a set of governing principles officially approved by the Chancellor with college-wide applicability. This policy addresses the approval process for developing, issuing, and maintaining SLCC policies. Individuals, Departments, Divisions and Offices upon on all SLCC campuses and sites must follow the procedures outlined in this policy regarding the review of new College-level policies or the revision or repeal of existing policies.

SLCC uses a standard policy format and a uniform review and approval process. This process has been enacted to improve communication, promote administrative consistency, college efficiency and to ensure compliance with pertinent state and federal laws as well as regional accreditation requirements. Further, new policies may be instituted to ensure efficiency of service in keeping with the mission of the institution.

The Executive Leadership Team has the responsibility of ensuring the validity of the content of policies and procedures in each of their respective areas. The Executive Assistant to the Chancellor will maintain a binder of original signed policies updating these as they are approved. The Office of Institutional Effectiveness has additional responsibilities for updating the contents of the College's Policy and Procedure Manual and will route the content for publishing and distributing all policies and procedures on SLCC's website and in relevant documents. The Office of the Chancellor will design and implement a policy numbering system reflective of the office responsible for the respective policies and procedures.

Any college area headed by a department chairperson, director, or administrator of equivalent or higher rank will have authority to initiate draft policies and/or modifications for consideration to College policies. The Responsible Office is responsible for conducting a comprehensive review of their policies at a minimum of every 5 years or as required to stay current with applicable laws and/or Regents Policies. The purpose of the review is to determine:

1. if the policy is still necessary and accurate.
2. if the policy should be combined with another policy or if it should be rescinded.
3. if the policy is up to date with current state laws and regulations and Louisiana Board of Regents policies.
4. if changes are required to improve the effectiveness or clarity of the policy.

**Attachments**

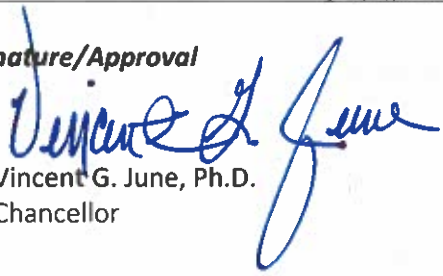
Procedures  
Standard Policy Template  
Standard Procedure / Guideline Template

**Review Process:**

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
<i>Responsible Office</i>	Rev 3 02/02/2023		
<i>Committee for Institutional Policy Review</i>	Rev 1 10/27/2017 Rev 2 11/16/2022 Rev 3 02/14/2023	Rev 1 10/27/2017 Rev 2 11/16/2022 Rev 3 02/14/2023	
<i>Executive Leadership Team</i>	Initial 06/29/2017 Rev 1 01/11/2018 Rev 2 12/08/2022 Rev 3 02/16/2023	Initial 06/29/2017 Rev 1 01/11/2018 Rev 2 12/08/2022 Rev 3 02/16/2023	Initial 07/28/2017 Rev 1 01/26/2018 Rev 2 12/08/2022 Rev 3 02/16/2023

**Chancellor's Signature/Approval**

SIGNATURE:

  
Vincent G. June, Ph.D.  
Chancellor

DATE:

2/16/23

**Final Distribution:**

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review

## Standard Policy Template



# SLCC

SOUTH LOUISIANA COMMUNITY COLLEGE

POLICY NUMBER: Insert Policy Code here  
POLICY AND PROCEDURES MEMORANDUM

Title: **Insert Policy Title here**

Effective Date: **XX/XX/20XX**

Date of Last Revision: **XX/XX/20XX**

Review Date: **XX/XX/20XX**

Cancellation: **XX/XX/20XX**

Office: **Responsible Office Here**

## Insert Policy Title here

### Policy

*Explain/describe the policy need, applicability, and relevance to South Louisiana Community College. State policy.*

### Attachments

*List any relevant attachments to policy here i.e. templates, forms, flow diagrams*

### Reference:

*Indicate supporting references here for the policy, if applicable.*

### Policy Reference:

*Indicate alignment with Federal/State/System/Accreditation requirements or other relevant policies, if applicable.*

### Review Process:

*Complete the table showing route of policy through College's approval process*

	Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
	Committee for Institutional Policy Review	XX/XX/20XX	XX/XX/20XX	XX/XX/20XX
	Executive Leadership Team	XX/XX/20XX	XX/XX/20XX	XX/XX/20XX

### Chancellor's Signature/Approval

SIGNATURE:

<Chancellor Name>  
Chancellor

DATE:

### Final Distribution:

*Distribution:* Electronic: posted to College's website and sent via email to College personnel  
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, Copy to the Executive Coordinator for the Office of Institutional Excellence