GUILFORD
COLLEGE

College Policy Development & Approval Process

Start: Policy Drafted
Responsible Office/President's Cabinet/Policy Committee drafts policy using standard template; develops rationale statement; proposes approval authority.

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1. President's Cabinet Review
Permission to move forward.

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2. Policy Committee Review
Provides review and feedback; determines extent of campus review; confirms approval authority.

4. Campus Review
Policy Project Coordinator coordinates campus review.

3. Legal Review
If warranted, provides review and feedback.

Process may require multiple review cycles.

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5. Policy Approved
Policy Project Coordinator submits policy to President's Cabinet, President or Board of Trustees for approval.

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Finish: Policy Posted
Policy Project Coordinator posts policy and notifies campus.

Revised 8-29-2018