

KAUA‘I COMMUNITY COLLEGE
Administration, General

1. Purpose

To establish a procedure whereby policy determinations of a permanent nature are recorded, reviewed, and distributed to all concerned.

2. Policy

Policy proposals may emanate from any segment of the College--Vice Chancellors for Academic, Student or Administrative Affairs, College Council, Faculty Senate, ASUH-KCC Student Government, standing committees or from individual members of the College family. 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 the Vice Chancellor for Academic Affairs.

3. Procedure

A. Official 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 Academic Affairs office will publish policies. KCC Policies will be published electronically on the college website or college documents server.

C. All KCC Policies will be reviewed and updated at least every five (5) years by the appropriate campus unit (academics, student affairs, administration, etc.). The revision date shall indicate the date of the last review. Changes and deletions should be presented to and reviewed by College Council, approved by the Chancellor and published by the Office of the Vice Chancellor for Academic Affairs within 30 days of approval.

4. Applicability

Published Policy Guidelines apply to the entire College community. Departments and units within the College should be aware of how to access the policies electronically.

5. Distribution

Notice of new policies will be sent to all campus employees and to the ASUH-KCC Student Government office.