

Policy Creation and Review

It is the policy of Hagerstown Community College that the Board of Trustees appoints the President who shall be responsible to oversee the development of policy recommendations, for the implementation and administration of all Board approved policies, and for the administrative operation of the College and supervision of all its units consistent with the policies approved by the Board of Trustees.

The President shall present written proposed policies with justification to the Board of Trustees after securing the appropriate support from affected segments of the college community at the President's discretion. The Board after review of proposed policies shall take one of the following actions:

- Approve the proposed policy and establish the effective date of implementation,
- Refer the proposed policy for suggested changes, or
- Disapprove the proposed policy.

At a point not to exceed once every five years, the President shall ensure that individual policies are reviewed by the appropriate committees within the College, updated as necessary, and presented to the Board for reapproval. Policies shall have stated on their face the number assigned, date of initial approval, date of most recent revision or periodic review whichever occurs later.

This policy was also revised on September 21, 2004.