



Category
<b>POLICY COMPLIANCE &amp; PUBLICATION – 1:03:10:01</b>
Approval
<b>Corresponding Policy:</b> <a href="#">TBR Policy 1:03:01:00</a>
<b>Leadership Council Approved:</b> February 3, 2017
<b>Effective Date/Approved:</b> February 3, 2017
<b>Revised:</b> N/A
<b>Responsible Party:</b> Director of Compliance

**I. PURPOSE**

This policy addresses the process for developing, proposing, revising, approving, and publicizing Motlow State Community College policies and applies to all faculty, staff, administrators, and students. This policy ensures that Motlow State Community College has in place all necessary policies required by the Tennessee Board of Regents and the Southern Association of Colleges and Schools Commission on Colleges and for institutional need; enforces those policies; and reviews them regularly.

**II. PROPOSING AND APPROVING POLICIES**

- A. All newly developed and revised policies must be submitted to the Director of Compliance who presents the policy to the Leadership Team for review. All policies must be presented on the Motlow State Community College policy template, which identifies the date approved, effective date, revision date (if applicable), and the responsible party.
- B. After review of the Leadership Team, all newly developed and revised policies must be presented to and approved by the Leadership Council for their review and recommendation. As specified in the Leadership Council Policy, "If the President does not accept the recommendations of the Leadership Council, then he/she will provide the Council reasons for that decision."
- C. Following approval of the policy, the Director of Compliance will ensure coordination with the webmaster to publish the newly developed or revised policy on the Motlow State Community College Policies webpage.
- D. The responsible party identified in each policy is responsible to ensure policy compliance and to revise the policy, as appropriate. Every policy will be reviewed at least every three years.
- E. The SACSCOC Liaison is responsible for ensuring that the college has in place all policies required by SACSCOC.