Policies are adopted, implemented, and modified at the College through the following sequence of steps. Additional steps may be recommended at any stage of this process.

A. **Authorship of Draft Policy**
   The individual, department, and/or committee ultimately responsible for implementing the policy will typically be the originator and author of the proposed new or revised policy. Where appropriate, draft policies should be co-developed and reviewed by any committee aligned with the originating individual or group (e.g., the Library Committee).

B. **Initial Review**
   Upon completion of step A, proposed new policies or amendments to existing policies are presented to the Executive Team and Faculty Senate for initial review. The Executive Team, or a designee thereof, will engage in the necessary consultations and research to ensure the proposed policy’s legality, consistency with other relevant policies, both internal and external (Montana University System/OCHE/Regents); feasibility and sustainability; and appropriateness. Based on these reviews, either the policy is returned to the originator with feedback for modifications, changes or discontinuance, or it is advanced to the next step.

C. **Campus Review**
   Once given preliminary approval by the Executive Team, the Executive Assistant to the CEO/Dean will disseminate the proposed new/modified policy to the entire campus community for a period of two weeks for review and feedback. In addition to dissemination through a policy link on the College’s web site, proposed policy adoptions/modifications will be submitted to student government, all recognized College committees, and all departments/divisions of the College. Upon dissemination, comments on the proposed policy or changes will be encouraged and information on how to provide comments will be publicized.

D. **Revision**
   The originating entity will consider campus feedback and will make any modifications to the policy or amendments it deems appropriate prior to advancement to the next step in the process. In the event the campus review and subsequent feedback results in substantial changes to the draft policy or amendment, the originating entity shall restart this process with step B above.

E. **Final Approval**
   Draft policies and amendments to current policies are finally submitted to the Executive Team for ratification. Ratification requires a majority vote, a quorum (simple majority) being present. If the policy or amendments are not approved, the Executive Team can collectively make recommendations to the originator for next steps.

**Policy Collection and Archiving**
All institutional policies and amendments to policies, upon ratification by the Executive Team, will be collected and archived by the Executive Assistant to the CEO/Dean. A copy of all College Policies shall be kept electronically on the College’s public website.