SUBJECT:	Governance and Organization				
POLICY:	101.1 Policy Development and Approval				
PROCEDURE:	101.1.1				
EFFECTIVE:	November 2007	**REVISED:**	November 2014	**REVIEWED:**	October 2024

Introduction and Purpose

All Great Falls College MSU's institutional policies bear the endorsement of the college and therefore require official approval. Across this spectrum of policies, the college is committed to ensuring collective input and shared governance in the development and approval of all policies regardless of the scope, intent and applicability.

Policies represent broad principles that govern procedures and processes. Operating policies will be consistent with relevant federal and state laws, rules and regulations, and the Board of Regents policies and procedures. Procedures and processes govern daily practice and are more subject to change.

Policy

Great Falls College MSU is required to comply with Board of Regents, Montana State University and campus policies and procedures.

A policy:

- is a governing principle that permits, requires, or restricts actions;
- has a defined scope to which it applies, e.g., department or division;
- assures compliance with applicable laws and regulations, enhances the college's mission, promotes operational efficiencies, and/or reduces institutional risk;
- is durable, changing infrequently and setting a course for the foreseeable future;
- should be accessible, i.e., easily located and searchable;
- should be usable, i.e., easily understood by a range of readers;
- is broad enough to permit discretionary action in resolution of day-to-day situations yet be specific enough to provide clear guidance.

Any employee or student may propose a new or revised college policy.

Policies shall be reviewed no later than ~~three~~ five years from the effective date. The college policy administrator prompts the policy sponsor and campus policy administrators to review policies prior to expiration and approve policy as is or submit proposed revisions for approval.

The CEO/Dean may adopt an interim policy without dissemination and review if necessary. The policy shall remain an interim policy until reviewed and approved. Any interim policy shall be disseminated for comment as soon as practicable. Interim policies shall automatically expire six months after adoption if not reviewed and approved as outlined in this policy.

Minor or routine changes to policy or changes mandated by state or federal law or the Board of Regents may be made by the policy administrator with guidance from the policy author. Minor or routine changes include items such as updating of a title, reference, law, regulation, or organizational name listed in a policy, changes required by law or regulation, or correction of typographical errors.

Policy Collection and Archiving

All institutional policies and amendments to policies, upon ratification by the executive council, will be collected and archived. A copy of all college policies shall be kept electronically on the college's public website.

Reference

Montana State University Operating Policy