

**Policy Name:** Establishing and Maintaining College Policies and Procedures  
**Policy Number:** ADM 1.01  
**Title of Policy Owner:** Dean of Administration  
**Policy Type:** RHEI/Shared Services    BSMCON    SCHS    SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 11/20/2024  
**Version:** 2.1  
**Policy Status:** Approved

### I. Policy

Bon Secours Memorial College of Nursing (BSMCON) establishes and maintains policies and procedures to establish clear guidance for its business and academic practices.

### II. Purpose

The purpose of this policy is to establish a uniform method for the creation and/or updating of policies and procedures for BSMCON.

### III. Scope

The policies of BSMCON include only those policies and procedures that are generally applicable to more than one department or level of the College. Matters affecting only one department or office are not considered to be within the scope of this policy.

### IV. Definitions

**Policies** – statements of management philosophy and guidelines that provide direction and assistance to the campus community in the conduct of the affairs of the College.

**Procedures** – statements that delineate specific actions to be taken to adhere to established policies, allowing for orderly implementation of those policies.

### V. Policy Details

The Richmond Higher Education Institutions Leadership Team (RLT) will be responsible for review of all policies. The Director of Compliance and Risk Management is responsible for facilitating and overseeing the review for correct form, formatting, and consistency of the policies across all divisions of the College. Policies are assigned to the appropriate RLT member as “owner” and are reviewed on a three-year cycle, or more frequently if the situation or the policy’s content dictates. Any recommendations for content change will be presented to the RLT. Final approval of all policies rests with the RLT.

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Original Date:	7/7/2008	Last Reviewed Date:	11/20/2024
Last Modified Date:	11/20/2024		

**VI. Attachments**

SOP: Establishing Policies and Procedures

**VII. Related Policies**

None

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	3/9/2020	Revised and new template	Provost
2.0	10/13/2021	Revisions	Vice President, Richmond Higher Education Institutes
2.1	11/20/2024	Updated Policy Ownership, New Template, & Policy Language Alignment	RHEI Leadership Team