
Policy Name:	Establishing and Maintaining College Policies and Procedures
Policy Number:	ADM 1.01
Title of Policy Owner:	Vice President, Richmond Higher Education Institutions
Approved by:	Administrative Cabinet
Effective Date:	08/01/2022
Version:	1.0
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 practices.

II. Purpose

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

III. Scope

The policy base of BSMCON includes only 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 – Policies are statements of management philosophy established to provide direction and assistance to the campus community in the conduct of the affairs of BSMCON.

Procedures – Procedures are statements that prescribe specific actions to be taken to conform to established policies, allowing for orderly implementation of those policies.

V. Policy Details

The Administrative Cabinet for the College will be responsible for review of all policies. A member of the Cabinet is appointed to facilitate and oversee the review for correct form, formatting, and consistency of the policies across all divisions of the College. Policies are assigned to the appropriate Cabinet member as “owner” and are reviewed on a three-year cycle, more frequently if the situation dictates. Any recommendations for content change will be presented to the Administrative Cabinet. Final approval of all policies rests with the Administrative Cabinet.

VI. Attachments

SOP: Establishing and Maintaining College Policies

VII. Related Policies

None

VIII. Disclaimers

- a. 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