DENMARK TECHNICAL COLLEGE
STATEMENT OF PROCEDURE

PROCEDURE NUMBER: 1-1-101
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PROCEDURE TITLE: DEVELOPMENT POLICY AND PROCEDURE AT DENMARK TECHNICAL COLLEGE

LEGAL AUTHORITY: Section 59-53-52 and 59-53-630 of the 1976 Code of Laws of South Carolina, As Amended

DIVISION OF RESPONSIBILITY: Institutional Research & Planning

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NEW PROCEDURE REVISED PROCEDURE DATE APPROVED BY THE PRESIDENT/DESIGNEE

Dr. Michael W. Thomas JUNE 1, 2010
PRESIDENT/DESIGNEE

DATE

ORIGINAL SIGNATURE ON FILE IN THE PRESIDENT’S OFFICE

Development of the Policy

1. To review an existing policy, or
2. To develop a new policy
3. One of the Vice Presidents is contacted in writing who then
4. Tasks one of the Campus Core Committee Chairs or a Presidential Ad hoc Committee Chair to prepare the proposed policy, who
5. Is responsible to submit a draft proposal, which
6. Is reviewed for legal and financial implications, is assessed as to how people will be trained on the new policy and is analyzed for development of a procedure for implementation
7. The proposed new or changed old policy is approved by the Executive Council
8. If not it goes back to step # 4 (if not approved the second time it is tabled for later review)
9. If approved by the Executive Council, it is recommended to the President
10. If not approved by the President, the President determines the next step.
11. If approved by the President, it goes to the Commission for final approval.
12. If policy is not approved by the Commission, the President determines the next step.
13. If the policy is approved, it is added to the Denmark Technical College Policy Manual.
14. Policy notice is sent to the College community as needed.
15. Training on the policy is conducted as needed to ensure the policy is understood.
16. Policy in various handbooks is updated as needed.
Development of the Procedures

1. To review an existing procedure, or
2. To develop a new procedure
3. One of the Vice Presidents is contacted in writing who then
4. Tasks one of the Campus Core Committee Chairs or a Presidential Ad hoc Committee Chair
to prepare the proposed procedure, who
5. Is responsible to submit a draft proposal, which
6. Is reviewed for legal and financial implications, assessed as to how people will be trained
   on the new procedure
7. The proposed new or changed old procedure is approved by the Executive Council
8. If not it goes back to step # 4 (if not approved the second time it is tabled for later review)
9. If approved by the Executive Council, it is recommended to the President
10. If not approved by the President, the President determines the next step.
11. If the policy is approved by the President, it is added to the Denmark Technical College
    Procedure Manual.
12. Procedure notice is sent to the College community as needed.
13. Training on the procedure is conducted as needed to ensure the procedure is understood.
14. Procedure in various handbooks is updated as needed.

All stakeholders of Denmark Technical College are required to follow the policies approved by
the Commission for governance of the college and adhere to all the procedures approved by the
President for operation of the college.