

DENMARK TECHNICAL COLLEGE
STATEMENT OF PROCEDURE



DTC PROCEDURE NUMBER: 1-1-101.2
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REF. DTC POLICY: 1-1-101

PROCEDURE TITLE: DEVELOPMENT ADMINISTRATIVE POLICY PROCEDURE AT DENMARK TECHNICAL COLLEGE

DIVISION OF RESPONSIBILITY: The Office of the President

X		
NEW PROCEDURE	REVISED PROCEDURE	DATE APPROVED BY THE PRESIDENT/DESIGNEE
<i>L. McIntyre</i>		<i>10-29-14</i>
PRESIDENT/DESIGNEE		DATE

ORIGINAL SIGNATURE ON FILE IN THE PRESIDENT'S OFFICE

Development of the Administrative Policy

1. The Office of the President develops and submits the policy to the Commission for approval.
2. If policy is not approved by the Commission the President determines the next step.
3. If the policy is approved it is added to the Denmark Technical College Policy Manual
4. Policy notice is sent to the College community as needed.
5. Training on the policy is conducted as needed to ensure the policy is understood.
6. Policy 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.