



**PRESIDENTIAL POLICY # 02.30.06.01 (2020)  
POLICY DEVELOPMENT, APPROVAL, CLASSIFICATION, AND NUMBERING  
SYSTEM**

**Policy Title:** Policy Development, Approval, Classification, and Numbering System

**Policy Type:** Presidential Policy

**Legal Authority:** Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

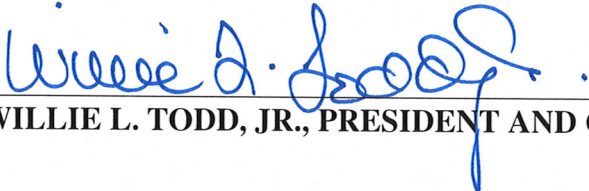
**State Board Policy:** 1-1-101

**Approval Date:** November 8, 2020

**Responsible Office:** Division of Institutional Advancement and Effectiveness

**Responsible Executive:** President/Chief Executive Officer

**Applies to:** College Community

  
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**WILLIE L. TODD, JR., PRESIDENT AND CEO**

  
\_\_\_\_\_  
**DATE**

**POLICY STATEMENT**

Denmark Technical College is committed to supporting and promoting a culture of accountability and transparency and expects all members of the College Community to conduct the College's business in a lawful and ethical manner.

The authority for the local governance of the College is vested by statute in the College Area Commission by the General Assembly of South Carolina which requires the College to develop policies in compliance with State, Federal, and local laws, policies, guidelines and policies of the State Board for Technical and Comprehensive Education.

This policy provides for the development, approval, classification, and numbering of all policies of the College to ensure understandable, consistent messaging and formatting.

<b>TABLE OF CONTENTS</b>	<b>PAGE NUMBER</b>
Purpose.....	2
Policy Development.....	2
Policy Approval and Dissemination.....	3-4
Types of Policies .....	4
Classification .....	4
Numbering System .....	4-7
Publication .....	7
Review Schedule .....	7
Related Documents .....	7

## **PURPOSE**

This policy provides for the development and approval of all College policies and establishes expectations for accountability; consistent formatting; college-wide publication; and periodic review and evaluation. The classification and numbering schema is designed to enable quick and easy identification, cataloging, referencing, and online publication of College policies in the online Policy Library.

## **POLICY DEVELOPMENT**

As recognized subject matter experts, members of the Presidents' Cabinet representing the key functional areas of the College are responsible for all aspects of policy development. This includes analyzing a proposed policy's potential impact on the College, ensuring that relevant stakeholders are involved throughout the policy development process, and drafting the proposed policy. Each policy shall be clearly identified as either an Area Commission Policy, Presidential Policy, Administrative Policy, or Interim Policy.

Draft policies must identify:

- The policy type;
- The applicable legal authority and State Board for Technical and Comprehensive Education policy reference;
- The responsible office and executive for implementing the policy;
- The means by which College stakeholders are informed of the policy and procedures to be followed thereof.

## **POLICY APPROVAL AND DISSEMINATION**

### Presidential, Administrative, and Interim Policies

Following completion of the initial policy draft, the responsible executive on the President's Cabinet must complete the steps outlined below to secure approval of Administrative and Interim policies. For Presidential Policies, the College President shall have sole discretion as to the approval process:

- Step 1: Submit the initial policy draft to the President's Cabinet for review and approval at a regularly scheduled or called meeting of the President's Cabinet. The Cabinet may recommend the policy favorably by a simple majority vote. The College President may accept the Cabinet's recommendation, reject the recommendation, or direct that changes be made to the proposed policy.
- Step 2: Once the policy has been approved by the President's Cabinet and the College President, the responsible executive on the President's Cabinet must prepare the policy in final form and within seven (7) days submit to the Office of Institutional Advancement and Effectiveness for timely notification (within fourteen [14] days of approval) to the college community and posting to the Policy Library.
- Step 3: The Office of Institutional Advancement and Effectiveness will review, format, number, and prepare the policy for final approval and signature by the President establishing the policy as the official policy of the college.
- Step 4: The Office of Institutional Advancement and Effectiveness will forward the signed policy to the Office of Public Information and Marketing for inclusion in the Policy Library and for dissemination to the college community.

### Area Commission Policies

Area Commission policies may originate as recommendations either of the College President, an executive on the President's Cabinet, or by a committee of the Area Commission:

- Step 1: Once the policy has been approved by the Area Commission, the responsible executive on the President's Cabinet must prepare the policy in final form and within seven (7) days submit to the Office of Institutional Advancement and Effectiveness for timely notification (within fourteen [14] days of approval) to the college community and posting to the Policy Library.
- Step 2: The Office of Institutional Advancement and Effectiveness will review, format, number, and prepare the policy for final approval and signature by the President establishing the policy as the official policy of the college.

- Step 3: The Office of Institutional Advancement and Effectiveness will forward the signed policy to the Office of Public Information and Marketing for inclusion in the Policy Library and for dissemination to the college community.

## TYPES OF POLICIES

There are the four (4) types of policies at Denmark Technical College:

**Area Commission Policy (“AC”):** addresses governance of the College and requires a majority approval of the Denmark Technical College Area Commission. The authority to determine when a policy warrants Area Commission level of approval rests with the Area Commission and the President with the advice of College Counsel.

**Presidential Policy (“PRES”):** policy that promulgates the President’s decisions on the operation of the College, Area Commission action, changes in law or new administrative issues within the College itself. Presidential Policy is issued by the President of the College with the advice of College Counsel and expires (ninety) 90 days after the end of the President’s term in office unless reapproved by the new president. Area Commission approval is not required.

**Administrative Policy (“ADM”):** addresses critical operational matters to ensure compliance with applicable laws, regulations, and policies at the federal, state, or local levels. Administrative Policies do not address practice or procedures and have broad application throughout the College. Administrative Policy is subject to approval by the President, applicable Executive Vice President, Vice President, Associate Vice President, or respective designee for policy issuance and major revisions. Area Commission approval is not required.

**Interim Policy (“INT”):** provisional policy issued by the Area Commission or the President that satisfies an emergent need or exigency.

## CLASSIFICATION

All College policies will be classified by policy type, i.e., Area Commission Policy, Presidential Policy, Administrative Policy, or Interim Policy.

## NUMBERING SYSTEM

Policies promulgated by the Area Commission (Area Commission Policy) and the President (Presidential Policy) are identified by the following: classification, number (sequential), effective year (in parentheses), and policy title. For example:

CLASSIFICATION	NUMBER	YEAR	TITLE
AREA COMMISSION POLICY	#01	2020	Classification and Numbering System Policy
PRESIDENTIAL POLICY	#02	2020	Inclement Weather Policy

<b>ADMINISTRATIVE POLICY</b>	#03	2020	Distance Education Policy
<b>INTERIM POLICY</b>	#04	2020	COVID-19 - Coronavirus

The effective year is the year of approval or revision.

**Divisional Assignments**

<b>DIVISION</b>	<b>NUMBER ASSIGNED</b>
10	Division of Academic Affairs
20	Division of Business and Finance
30	Division of Institutional Advancement and Effectiveness
40	Office of the President
50	Division of Student Services
60	

Offices or departments within a Division will be assigned a number with the range allotted to each Division. For example, policies designated as or related to the Office of the Registrar may be designated as assignment number 10 under the Division of Academic Affairs. Using the example, policies under the Office of the Registrar will be listed as:

03 = Administrative / 10 = Academic Affairs / 07 = Registrar / 01 = first policy

Procedures, best practices, guidelines, or forms shall be labeled as such and published on the appropriate Division's website.

<b>ACADEMIC AFFAIRS - #10</b>	<b>NUMBER ASSIGNED</b>
01	Division of Arts and Sciences
02	Division of Business, Computers, Related Technologies, and Public Services
03	Division of Industrial Related Technologies
04	Division of Nursing
05	Unassigned
06	Library Services
07	Office of the Registrar
08	Student Success
09	Testing
10	Other

<b>BUSINESS AND FINANCE - #20</b>	<b>NUMBER ASSIGNED</b>
01	Auxiliary Services
02	Facilities Management
03	Finances

04  
05

Security  
Other

**INSTITUTIONAL ADVANCEMENT & EFFECTIVENESS - #30**

**NUMBER ASSIGNED**

01  
02  
03  
04  
05  
06  
07

Office of Human Resources  
Advancement Services  
Alumni Relations  
Development & Gifts  
Assessment  
Institutional Research  
Other

**PRESIDENT’S OFFICE - #40**

**NUMBER ASSIGNED**

01  
02  
03  
04  
05  
06

Athletics  
Continuing Education  
Institutional Scholarships  
Public Relations/Marketing  
Workforce Development  
Other

**STUDENT SERVICES - #50**

**NUMBER ASSIGNED**

01  
02  
03  
04  
05  
06  
07

Unassigned  
Enrollment Services  
Financial Aid  
Health and Wellness  
Residence Life  
Student Conduct and Development  
Other

**Interim Policies**

Interim policies are identified “Interim” and as Area Commission Policy or Presidential Policy. The Interim policy is identified as follows: classification, number (sequential), effective year (in parentheses), and policy title. For example:

CLASSIFICATION	NUMBER	YEAR	TITLE
<b>INTERIM AREA COMMISSION POLICY</b>	#04	2020	Creating and Maintaining Policies

Upon the finalization or ratification (if necessary) of an Interim Policy, the title “Interim” shall be eliminated and said policy shall be added to the appropriate category of policy. The effective year is the year of approval or revision.

## **PUBLICATION**

This policy shall be widely published and distributed to the College community. To ensure timely publication and distribution thereof, the Office of Institutional Advancement and Effectiveness will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the College community within fourteen (14) days of approval;
2. Submit the policy for inclusion in the online Policy Library within fourteen (14) days of approval;
3. Post the policy on the appropriate College Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.

Failure to meet the publication requirements does not invalidate this policy.

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**Next Scheduled Review:** November 2022

**Approved date:** January 30, 2020

**Revision History:** November 8, 2020

**Supersedes:** January 30, 2020

**RELATED DOCUMENTS:** None