



## College of The Albemarle Procedure

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**Title: Adopting and Amending Policies and Procedures**

**Related Policy and Procedures: Policy 1.5 Adopting Policies and Procedures**

**Divisions of Responsibility: President's Office; Institutional Research, Planning, Effectiveness and Technology**

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### I. Adopting and Amending Policies

- A. If reviewing/updating an existing policy as a part of the Annual Review process, the Compliance Officer emails official copies of all items due for review to the responsible parties.
- B. If reviewing/updating an existing policy due to reasons other than the Annual Review process, the owner obtains the official copy from the [Google folder](#) maintained by the webmaster.
- C. As a part of the review process, the owner ensures stakeholders are provided with the opportunity to provide feedback.
- D. Following review, the owner submits the revised Word version, with track changes showing, to the Executive Assistant to the President for review by the President's Leadership Team (PLT).
- E. After PLT review, the owner makes any additional changes that were approved in the meeting and sends to PLT via email for a three-day review period for confirmation.
- F. The Executive Assistant to the President sends out a call for submissions prior to Board of Trustees (BOT) Policy, Planning, and Student Success committee meetings.
- G. The owner submits the revised Word version with all approved edits and with track changes showing to the Executive Assistant to the President via email. In addition, the owner submits a *brief* overview of the changes being made. This process is repeated for the full BOT.
- H. Following adoption of policies by the full BOT, the document owner submits the final Word version (no track changes showing) with all approved edits to the Compliance Officer via the Ticket System. In that submission, the owner includes a brief overview of the changes being made. A separate ticket is needed for each policy. Submissions will be made within one week of the BOT approval.
- I. The Compliance Officer submits the policy in pdf format to Communications and Marketing via the ticket system.
- J. The Webmaster updates the Policies and Procedures webpage, including the table of contents, with the new version.
- K. The Webmaster updates the official copies in the Google folder.



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L. The Department of Communications and Marketing emails employees to inform them of the update, including a summary of the changes.

## II. Adopting and Amending Procedures

A. If reviewing/updating an existing procedure as a part of the Annual Review process, the Compliance Officer emails official copies of all items due for review to the responsible parties.

B. If reviewing/updating an existing procedure due to reasons other than the Annual Review process, the owner obtains the official copy from the Google folder maintained by the webmaster.

C. As a part of the review process, the owner ensures stakeholders are provided with the opportunity to provide feedback.

D. Following review, the owner submits the revised Word version, with track changes showing, to the Executive Assistant to the President for review by the President's Leadership Team (PLT).

E. After PLT review, the owner makes any additional changes that were approved in the meeting and sends to PLT via email for a three-day review period for confirmation.

F. Following adoption of procedures by PLT, the document owner submits the final Word version (no track changes showing) with all approved edits to the Compliance Officer via the Ticket System. In that submission, the owner includes a brief overview of the changes being made. A separate ticket is needed for each policy. Submissions will be made within one week of the PLT approval.

G. The Compliance Officer submits the procedure in pdf format to Communications and Marketing via the ticket system.

H. The Webmaster updates the Policies and Procedures webpage, including the table of contents, with the new version.

I. The Webmaster updates the official copies in the Google folder.

J. The Department of Communications and Marketing emails employees to inform them of the update, including a summary of the changes.

*Note: If the policy which the procedures are associated with also changes, steps F-J will be done at the same time as the policy update. If only the procedures change, there is no need to wait until after BOT to complete steps F-J.*

November 27, 2023

August 18, 2025

August 18, 2025

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**