

# GRAYS HARBOR COLLEGE

## Operational Policy

**Subject: Policy and Procedure Policy**

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**Operational Policy Number: 108**

**Date adopted: July 20, 2021**

### **PUBLICATION**

Grays Harbor College will post all policies and procedures on its public web page.

### **REGULAR REVIEW**

At least once every five years, the College will review each policy or procedure. Policies and procedures will be updated to align with any substantive changes in applicable state and federal law. Reviewers should be sure to verify that any higher-level (State, Federal) guidance cited in the GHC policy or procedure is still accurate/relevant during periodic reviews and updates. Any changes will be drafted and approved as follows:

- Procedures – President in consultation with the Executive Team and College Council
- Policies – Board of Trustees in consultation with the President who consults with the Executive Team and College Council

### **APPROVAL**

Once approval is obtained for any changes to a policy or procedure, a new revision date will be added to the “Date Adopted” section.

### **REVISION HISTORY**

All policies that have been modified will be saved in their original form and with change tracking so a complete history of policy development is preserved by the college.