



<b>SUBJECT:</b>	Governance and Organization		
<b>POLICY:</b>	101.1 Policy Development and Approval		
<b>PROCEDURE:</b>	101.1.1 Policy Development and Approval		
<b>EFFECTIVE:</b>	November 2007	<b>REVISED:</b>	October 2024
		<b>REVIEWED:</b>	

**Introduction and Purpose**

Policies are adopted, implemented, and modified at the college through the following sequence of steps. Additional steps may be recommended at any stage of this process.

**Procedure**

**1. Authorship of Draft Policy**

The individual, unit, department, and/or committee ultimately responsible for implementing the policy will typically be the originator and author of the proposed new or revised policy. Where appropriate, draft policies should be co-developed and reviewed by any committee aligned with the originating individual or group. The development or revision of a policy should be done with the oversight of an executive council member familiar with the policy subject. The executive council member will review the policy for feasibility, sustainability and appropriateness. Once drafted, policies should be forwarded to the campus policy administrator to coordinate and navigate the approval process.

**2. Compliance and Legal Review**

The campus policy administrator will send the policy to MSU compliance and legal council to review for consistency with Board of Regents policies and applicable state and federal laws.

**3. College Council Review**

Proposed new/modified policies are presented to college council by the originator of the policy for first reading and feedback.

**4. Campus Review**

The proposed new/modified policy is posted on the [Great Falls College policy website](#) for campus community review and feedback for a period of two weeks. During the two-week review period, comments on the proposed policy or changes will be encouraged and information on how to provide comments will be publicized. Based on feedback, either the policy is returned to the originator with feedback for modifications, changes or discontinuance, or it is advanced to the next step.

**5. Revision**

The originating entity will consider campus feedback and will make any modifications to the policy or amendments it deems appropriate prior to advancement to the next step in the process. If there are no modifications as a result of the campus review, the policy advances to the next step. In the event the campus review and subsequent feedback results in substantial changes to the draft policy or amendment, the originating entity shall restart this process with step 2 above.

**6. College Council Approval**

Draft new/modified policies are presented to college council for approval. A formal vote will take place on whether to recommend approval or denial of policy to executive council. Upon a recommendation to approve, the policy will move to executive council for final approval.

**7. Final Approval**

Draft policies and amendments to current policies are finally submitted to executive council for ratification. Ratification requires a majority vote, a quorum (simple majority) being present. Upon approval, campus will be notified and the policy placed on the college’s website. If the policy or amendments are not approved, the executive council can collectively make recommendations to the originator for next steps.