Policy Life Cycle

The Policy Life Cycle illustrates the process for proposing new policy and for reviewing and modifying existing policy.

Start here when proposing new policy

1 IDENTIFY NEED

Need for a new policy could come from any source, external or internal.

2 DRAFT AND EDIT

Director drafts or edits policy using the policy drafting template.

Start here when reviewing and modifying existing policy

6 PUBLISH

Policy is published on the Great Falls College Website.

3 REVIEW/REVISE

Director solicits appropriate stakeholder review for feedback and revises accordingly.

5 APPROVE/RETIRE

Executive Council approves draft or modification(s), and it becomes policy. If director recommends retiring a policy, approval results in removal of policy.

4 FEEDBACK

Policy is presented to College Council and campus as a whole for feedback, suggestions, and approval prior to routing to Executive Council.