

**Policy on Policy Review and Development**

**Policy Number:** 101

**Categorized:** [General Policies](#)

**Responsible Office:** College Policy Manager

**Subject:** Guidelines and Requirements for Policy Development, Approval, and Review

**Related Policies:**

**Procedures:** [101P](#)

**Additional Information:**

**Effective Date:** 03/29/2017

**Last Reviewed Date:** 06/12/2020

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**1. Scope**

This policy governs the development, approval and review of all college-wide policies. This policy and its procedures apply to all Northern Virginia Community College academic and administrative units. The College Policy Manager is tasked with coordinating the editing, review, issuance, and archiving of all official College policies.

**2. Policy Statement**

NOVA's policies will connect the College's mission to the everyday work of the College community, clarify the institution's expectations of its individual members, mitigate institutional risk, enhance efficiency, and support the College's compliance with laws and regulations. NOVA will create and maintain well-articulated and understandable policies and procedures to which the entire College community will have ready access online. NOVA policies and procedures will conform to the policies and procedures of the Virginia Community College System (VCCS) and the laws and regulations of the Commonwealth of Virginia and of the United States. If a college policy or procedure is in conflict with an equivalent or related policy of the VCCS or with a law or regulation of the Commonwealth, the policy of VCCS or the law or regulation of the Commonwealth will take precedence and the NOVA policy or procedure will be modified to be in compliance.

All NOVA policies and associated procedures shall:

- a. be written and presented in a common format.
- b. have a well-defined responsible office and approval path.
- c. be organized centrally and accessible online.
- d. be kept current at all times.

### **3. Definitions**

Policy: A statement of management philosophy and direction, established to provide guidance and assistance to the NOVA community in the conduct of College affairs. College policies typically address operational expectations across all administrative and academic units of the College, and/or compliance with applicable laws and regulations.

Procedure: A set of specific actions to be taken for the orderly implementation of policies. Typically, approval authority for a procedure rests with the Administrative Council member(s) responsible for the functional area addressed by the policy being implemented.

Responsible Office: The College Office charged with ownership of a specific policy and the point of contact for members of the College community regarding the policy. The Responsible Office initiates the policy, participates in its development, follows established procedures for obtaining its approval, and implements the policy. The Responsible Office ensures accuracy of content and reviews the policy on a regular schedule.

### **4. Procedures**

See [101P](#).

### **5. Authority**

[VCCS Policy Manual](#)