



Piedmont Virginia Community College

Section II – Administrative General Policy

II – 15.0 Management of College Policies

Policy #:	II – 15.0
Effective:	December 2018
Revised:	February 2025
Responsible Dept:	Office of the Vice President of Finance and Administrative Services

1. Purpose

The Piedmont Virginia Community College (PVCC) Policy Manual is the official repository of college policies and is available electronically by accessing the PVCC policy webpage (www.pvcc.edu/college-policy).

This policy provides guidelines for the issuance, review, and publication of policies contained in the PVCC Policy Manual.

2. Policy Hierarchy

Piedmont Virginia Community College is a component of the Virginia Community College System (VCCS). As such, PVCC is subject to the policies and procedures established by the VCCS System Office. In addition, PVCC is an agency of the Commonwealth of Virginia and is subject to State policies that apply to State agencies generally. The college issues local policies to comply with and implement VCCS and state policies, as well as to address issues that are not fully addressed by a higher authority. The hierarchy of policy for PVCC is as follows:

- The Code of Virginia and Governor of Virginia Executive Orders
- Virginia Community College System and other State central agency policies
- The PVCC Policy Manual
- PVCC official publications (Catalog and Student Handbook, Faculty Handbook, etc.)
- Other PVCC written policies

In the event of a conflict or contradiction, the highest applicable level in the hierarchy takes precedence.

3. Applicability

College policies and associated procedures apply to all members of the college community unless the specific policy states otherwise.

The Policy Manual includes policies that are generally applicable to more than one department or

office of the college. Matters pertaining to the internal policies or procedures of a particular department or office are not within the scope of the PVCC Policy Manual and are available from that department or office.

4. Responsibilities

The president is the final authority regarding college policy. The president has the authority to waive, suspend, or alter PVCC policies as necessary to address an emergency or extraordinary circumstance.

President's cabinet members are responsible for reviewing college-wide policies within their scope of responsibility, and ensuring compliance with all provisions detailed in this policy.

The Office of the Vice President of Finance and Administrative Services (VPFAS) will assign policy numbers and post the approved policies to the appropriate section of the PVCC online Policy Manual and Piedmont Hub. This office is also responsible for the distribution and communication of new or revised policies.

Deans and department heads are responsible for assuring adherence to established policies in the conduct of college business. Deans and department heads may issue procedures associated with a policy within their areas or departments and are responsible for the accuracy and timeliness of policies and procedures relating to their areas or departments. This responsibility includes proper notification of changes and updates to these policies and procedures and conducting a review of policies at least annually.

5. Procedures

Policy Approval

a. New Policies

After consultation with all responsible departments, new policies may originate from one of the following:

- Entities detailed in the policy hierarchy as defined in section two (2) of this document
- President's Cabinet
- College Senate
- Seven Standing Committees
- Faculty Senate
- Staff Senate
- Student Government Association (SGA)

b. Approval

As a legislative body of representatives, the College Senate assesses all college policies and procedures under review generated by the seven standing committees, president's cabinet, Faculty Senate, Staff Senate, SGA, and the College Senate. Policies submitted for review will follow a recommended two-meeting cycle for consideration and approval, however, the recommended cycle can be reduced at the discretion of the College Senate. During the first meeting, policies will be presented for initial discussion, feedback, and any necessary revisions. In the second meeting, the revised proposals will be brought back for final review and a vote. Approval of recommended action is contingent upon meeting all specified requirements and receiving a majority vote from the College Senate members present. The

College Senate will present its recommendation to the president's cabinet member responsible for the policy. The president's cabinet member will forward the policy to the president's cabinet for final approval. All policies must be approved by the president's cabinet prior to public dissemination.

c. Policy Revisions or Deletions

Any of the entities in section 5(a) above may initiate revisions or deletions to an existing policy. The revisions or deletions will follow the review and approval process described in section 5(b) above.

d. Exceptions

Policy revisions due to the Code of Virginia, Governor's Executive Orders, Virginia Community College Policies, or other state agency policies above the college level may, at the president's discretion, be adapted and approved by the president's staff without College Senate and/or committee review and recommendation.

Minor policy revisions made by the president's staff members are not subject to Senate approval. These revisions include, but are not limited to, policy formatting revisions, grammatical corrections, and date changes.

Content and Organization

Each policy should use the policy template, which can be found on Piedmont Hub, and include the following information as appropriate.

- Policy statement of purpose (*required*)
- Other general information
- Applicability (*an indication of to whom the policy applies*)
- Responsibilities
- Definitions (*as needed*)
- Procedures for implementation (*optional*)
- Sanctions for violating the policy (*required if there are sanctions*)
- An indication of the department or office responsible for the policy (*required*)
- Date of the last review or revision (*required*)

Policies must be submitted to the Office of the Vice President of Finance and Administrative Services in an editable format (i.e., MS Word).

Policy Updates

Any policy in its fifth year will be sent by VPFAS to the responsible president's cabinet member so they may review the current relevance and appropriateness. The president's cabinet member may then recommend the policy for revision process, retain it as is, or delete the policy. Retention of the policy will reset the effective date of the policy.