



Policy Title	Policy Development, Adoption, Implementation & Review
Policy Number	1001
Category	Board & Organizational Governance
Applicability	College-wide
Responsible Office	Office of Legal Affairs
Effective Date	April 18, 2024

I. Policy Statement

Suffolk County Community College is committed to compliance with all federal and state laws, regulations, and applicable State University of New York (SUNY) policies and procedures, as well as to values of equity, academic excellence, shared governance, ethical stewardship, transparent communication, and continuous improvement, among the other values [endorsed](#) by the college community.

Adoption of written policies is essential to effective governance of the college and advancement of the college’s mission, values, institutional goals, and strategic objectives. Policies are broad in application across the college and are distinguished from procedures as outlined in the definitions provided below. Policies clarify the standards applicable to the college community, promote equity and fairness, and enhance compliance with applicable legal and academic standards, while providing flexibility to the President and college administration to effectively and efficiently implement these standards.

It is the policy of Suffolk County Community College that college policies are to be developed, formatted, approved, issued and maintained in a consistent manner, with the engagement of appropriate stakeholders. College policies must be kept current and reviewed on a regular basis and as needed, based on changes in applicable federal and state law and regulation. Policies will be made widely available to the college community in a timely manner in order to enhance compliance.

II. Rationale

The purpose of this Policy is to establish a consistent mechanism and approach to promulgating and implementing policies at Suffolk County Community College, with the engagement of appropriate stakeholders, and to ensure that college policies and procedures advance the mission of the institution and are made available to the college community.

III. Scope and Applicability

This Policy governs the process for developing, issuing, adopting, revising, and maintaining Suffolk County Community College policies and applies college-wide to all administrative units, departments, employees, and students of the college.

IV. Responsible Office/Executive

The Office of Legal Affairs has responsibility for the implementation and review of this Policy. Individuals with questions about this Policy should contact the Office of Legal Affairs for more information.

V. Definitions

Policy: a written, guiding principle, plan or course of action of the college designed to influence and determine decisions and actions. Policies are guiding principles that generate action. Policies may be Board Policies or Administrative Policies, as appropriate depending on the subject matter.

- A Board Policy is a policy adopted by the college's Board of Trustees. Board policies have broad application throughout the college and all its campuses and organizational units. Board policies pertain to: Board governance; statutory and regulatory powers, duties, and policy-making functions of the Board; delegation of functions and responsibilities to the College President; college facilities; legal compliance; the College's mission; and reduction of institutional risk. Board policies set direction and guide institutional decision-making.
- An Administrative Policy is approved by the President and the President's Cabinet. Administrative policies pertain to powers, duties, and responsibilities delegated to or within the purview of the College President and the President's Cabinet, including policies that set operational and behavioral expectations across the college, mitigate institutional risk, and communicate roles/responsibilities, and policies that are promulgated primarily for internal cross-departmental purposes (e.g., personnel-related policies regarding leave reporting), or which require highly specialized technical skills or expertise (e.g., policies pertaining to information security and energy). Administrative policies also set direction and guide institutional decision-making but do so within the parameters of defining a standard administrative procedure.

The Office of Legal Affairs will assist in proper policy classification.

Note: Departmental-, unit- and office- level policies and procedures, which govern the internal operations of a specific department or office in its implementation of its administrative duties and responsibilities, are outside the scope of this Policy. However, any policies and procedures developed at a department or office level must be: compliant with federal and state laws/regulations and college policies/procedures; clearly written; and available to affected members of the college community. Any such policies must also be reviewed and approved by the appropriate area executive (e.g., Vice President) with notification to the college President.

Procedure: a specific process, method or way of performing or implementing a policy. Procedures outline in writing the steps to be taken to implement a policy, processes that implement a policy, and other similar details that inform the implementation of a policy. Unlike policies, procedures are intended to be updated more frequently, and offer more detailed description of actions or activities to be undertaken to achieve the goals or requirements outlined in a policy.

Appendices and Exhibits: documents that assist the college community with understanding or complying with a policy and/or procedure, such as relevant contact information, forms, etc. that

warrant inclusion as an attachment to the policy and/or procedure. These documents are not part of the policy and/or procedure and may be updated by the Responsible Office.

Adoption/Revision Date: the date that a new or revised policy has been approved and adopted by the college's Board of Trustees or the President's Cabinet, as applicable. A policy is effective on its Adoption Date unless a separate Effective Date has been specified.

Effective Date: the date that a policy takes effect, if specified when the policy is adopted.

Review Date: the date that a policy was reviewed by the Responsible Office to assess whether the policy required revision or other appropriate action.

Responsible Office/Executive: the office or administrative unit at the college responsible for developing, coordinating, and maintaining a policy, and/or the appropriate College administrator (e.g., Vice President, General Counsel, Chief Diversity Officer/Title IX Coordinator) whose area of oversight responsibility covers the subject matter of a particular policy.

Stakeholders: Members of the college community with a key interest in a new policy or revisions to an existing policy. These may include advisory committees, student organizations, departments, faculty/shared governance, or others, depending on the subject matter of the policy.

SUNY Policies/Procedures: Policies and procedures promulgated by the State University of New York (SUNY) that apply to the college and/or across the SUNY system to and including community colleges. Note: not every SUNY Policy/Procedure is applicable to community colleges.

VI. Policy Development, Adoption, and Classification

A. Policy Development and Amendment Process

The Office of Legal Affairs will facilitate the development, categorization, approval, and maintenance of college policies and procedures, to promote consistency with existing policies/procedures and applicable legal requirements.

Individuals proposing a new policy or policy amendment will draft the policy or proposed amendment utilizing the forms established for same by the Office of Legal Affairs in accordance with this Policy. The responsible office/executive which will be expected to implement and support the proposed policy (or amendment) will be primarily responsible for:

- Identifying policy needs;
- Research to support the development or revision of the policy;
- Developing the proposed policy (or amendment);
- Ensuring that the proposed policy (or amendment) provides accurate expectations and information;
- Engaging stakeholders, in consultation with the College President (or designee) and the College General Counsel (or designee);

- Seeking review and authorization to advance the policy from the College General Counsel (or designee) with respect to legal/regulatory requirements and consistency with other policies/procedures;
- Seeking review and approval from the College President (or designee);
- Reviewing the policy for potential update, edit, or amendment.

Board policies may be presented for adoption, amendment, or repeal at any regular or special Board meeting. Any policy presented to the Board for its consideration will have been developed after consideration of the relevant laws/regulations, institutional needs, facts, and recommendations from the appropriate institutional constituencies. Draft Board policies will be shared with the College General Counsel (or designee) and the College President (or designee) for review, input, edit, and recommendation prior to presentation to the Board. Policy proposals submitted to the Board will be included with an appropriate resolution on the Board’s agenda through the established procedures communicated by the Office of Legal Affairs. Board policies that require implementing administrative procedures will delegate to the College President (or designee) responsibility for developing the requisite procedures to implement the policy. Once adopted, Board policies will be included in the policy manual maintained by the Office of Legal Affairs on the college website.

Administrative policies may be proposed for adoption, amendment, or repeal through presentation to and approval of the College President and the President’s Cabinet. Any policy presented to the College President and the President’s Cabinet for its consideration will also have been developed after consideration of the relevant laws/regulations, institutional needs, facts, and recommendations from the appropriate institutional constituencies. Draft administrative policies will be shared with the College General Counsel and such other individuals as the College President may designate for review, input, edit, and recommendation prior to adoption. Once adopted, administrative policies will be included in the policy manual maintained by the Office of Legal Affairs on the college website.

B. Inconsistent Policies

No department, unit, or office may adopt a policy, procedure, or practice that is inconsistent with a college policy without the express written approval of the College President. Where there is a conflict between a college policy and a department/unit/office policy, the College policy will supersede.

C. Policy Format

All college policies will follow the form and format specified in a template approved by the Office of Legal Affairs. Each policy must include the following key information:

- Header including: Policy Title, Number, Category, Applicability, Responsible Office, Effective Date
- Policy Statement
- Rationale
- Scope and Applicability
- Responsible Office/Executive

- Definitions (if any)
- Policy Elaboration (if any)
- Related Administrative Procedures
- Cross-References, inclusive of relevant Appendices/Exhibits
- References
- History/Revision Dates

D. Classification of Policies

College policies will be categorized as follows, based on the subject matter of the Policy:

- **Board & Organizational Governance (1000s):** covers Board of Trustees operations and broad institutional issues.
- **Administration & Community Relations (2000s):** covers college administrative operations, as well as relations with members of the public, such as visitors, members of the news media, and external stakeholders.
- **Academic (3000s):** covers teaching and learning, academic conduct, academic freedom, awarding of degrees, and other academic matters.
- **Student (4000s):** covers student services, student conduct, student records, admissions, and other student-related matters.
- **Business & Finance (5000s):** covers college finances, such as budgeting, accounting, procurement, equipment, and other financial matters.
- **College Facilities (6000s):** covers college real property, facilities, physical plant, and infrastructure.
- **Human Resources/Personnel (7000s):** covers expectations and guidelines for employee conduct and personnel-related policies.
- **Technology (8000s):** relates to the college’s technological infrastructure, security, and use of technological resources and services.

E. Minor Changes to Policies

The College General Counsel may make minor technical or non-substantive changes to a college policy at their discretion, with the approval of the President, within the following areas:

- Updating hyperlinks within the policy to remain current;
- Updating the name, title, or contact information for any individual referenced within the policy;
- Updating cross-references or references within the policy to remain current.

The date and extent of any such changes will be noted in the “History/Revision Dates” section of the policy.

F. Emergency or Interim Policies

Nothing in this Policy limits the authority of the College President to enact such emergency or interim policies as they determine to be in the best interests of the college.

G. Interpretation of Policies

Policies predating the adoption of this Policy remain in effect unless and until specifically rescinded or superseded through subsequent action. The Office of Legal Affairs will review all current college policies for formatting, categorization, and renumbering consistent with this Policy.

The College General Counsel is responsible for determining if a college policy has been properly approved and is in effect. Records of approval will be maintained with the policy by the Office of Legal Affairs.

VII. Related Administrative Procedures

The College President is authorized to develop, approve, and communicate an administrative procedure outlining the process to be used for developing and approving administrative procedures that implement adopted Board and administrative policies.

VIII. Cross-References

- [2022–2027 Strategic Plan](#)
- [Bylaws of Suffolk County Community College](#)
- [College Policies](#)

IX. References

- Middle States Commission on Higher Education (MSCHE) [Standard II](#), [Standard VII](#)
- NYS Education Law Article 126
- 8 NYCRR, Chapter V, Subchapter D (Parts 600–607)
- [SUNY Policies and Procedures](#)

X. History / Revision Dates

Adoption Date: April 18, 2024