

NUMBER: 206

SUBJECT: COMMUNICATION AND DISTRIBUTION OF A NEW OR AMENDED POLICY

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017

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206.1 – PROCEDURE

206.1.1 – Institutional New or Amended Policy

Upon approval of a new or amended policy by the College Board of Directors, the policy or amendments will be added to Bridgerland Technical College's official Policy Manual available on the network and/or Web site.

206.1.2 – Departmental or Program-specific New or Amended Policy

It is the responsibility of the department head, faculty, and staff to promulgate the new policy or amendments to employees or students under their supervision. This communication may include an update to the Web site Employee Handbook, or any program-specific handbooks or syllabi as is appropriate under the circumstances.