



Revision Responsibility: Associate Vice President for Faculty, Curriculum and Programs
and Vice President for Student Affairs
Responsible Executive Officer: Vice President for Academic Affairs

Source/Reference: [TBR Policy 1:03:10:00](#)
[Columbia State Policy 01:02:00](#)

PURPOSE

To designate responsibility for changes in academic and student policies and procedures.

POLICY

- I. Responsibility for the development and revision of academic or student policies and procedures rests with the membership of the Academic and Student Policies and Procedures Committee.
- II. The president and the vice presidents have responsibility for ensuring the policies and procedures are directly related to and appropriate to the mission and goals of the College and are in compliance with the requirements of the Tennessee Board of Regents and other appropriate agencies.

PROCEDURES

- I. Proposals for new policies/procedures or changes in existing policies/procedures may be initiated by faculty, division deans, standing committees, or other personnel by submitting them to any member of the Academic and Student Policies and Procedures Committee.
- II. The Academic and Student Policies and Procedures Committee will review the proposals and make recommendations to the responsible executive officer. The recommendations may be for approval or disapproval as submitted or for modifications as deemed appropriate.
- III. If approved by the responsible executive officer, the proposal will be submitted to the President's Cabinet for final review and approval or disapproval.