

PROGRAM-LEVEL STUDENT HANDBOOKS

SECTION ONE: PURPOSE AND ALIGNMENT OF POLICY

1.01 Purpose

The purpose of this local policy is to create and maintain a repository of program-level student handbooks.

1.02 Alignment

In alignment with FB (Local) Admissions and other policies in Section F of the Policy and Procedure Manual, program-level student handbooks include additional information relevant to specific programs of study.

SECTION TWO: PROGRAM-LEVEL STUDENT HANDBOOKS

2.01 Repository

Program-level student handbooks shall be included as separate exhibits under this policy.

2.02 Review of Program-Level Student Handbooks

The review of program-level student handbooks shall occur annually on a schedule determined by the Vice President of Academic Affairs in coordination with the Dean of the School of Health Careers. In collaboration with program administrators, the Dean will review program handbooks and recommend any revisions to the Vice President of Academic Affairs. The Vice President of Academic Affairs will provide drafts of the updated handbooks to the executive council members to solicit their input on the recommended revisions. Once the revisions are approved, the updated handbooks will be included as exhibits under this policy and will be posted on program web pages.

SECTION THREE: IMPLEMENTATION AND REVIEW

3.01 Responsible Person

The Vice President of Academic Affairs is responsible for the implementation of this policy.

3.02 Communication to Constituents

The Vice President of Academic Affairs is responsible for communicating this policy to academic administrators.

3.03 Timeline for Completion of Procedures

The Vice President of Academic Affairs will approve and publish procedures for this policy within 30 days of its adoption

3.04 Methodology for Monitoring Compliance and Reporting Results

The Dean of the School of Health Careers is responsible for ensuring compliance with this policy and for reporting cases of non-compliance to the Vice President of Academic Affairs.

3.05 Schedule for Review

This policy will be reviewed as needed by the executive council and the Vice President of Academic Affairs.

The Vice President of Academic Affairs is responsible for reviewing and updating this policy. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.