

SECTION 300.09

POLICIES AND PROCEDURE MANUAL

1. The President shall continually maintain an updated Policies and Procedures Manual which accurately reflects current college procedures and policies of the North Dakota University System of Higher Education. A copy of the Manual shall be included on the campus website at <http://www.lrsc.edu>
 2. The Policies and Procedures Manual will be available in all administrative offices. Two (2) additional copies shall be made available for checkout in the Paul Hoghaug Library.
 3. The Policies and Procedures Manual may be amended through the following procedure:
 - a. Any College council, committee, or consultative group may propose a change, addition, or deletion in the Policies and Procedures Manual. The proposed change should be prepared in a written format and formally approved by the membership of the council, committee, or consultative group initiating the request for change.
 - b. The draft proposal, with the *Policy and Procedures Manual Change Request* form shall then be routed to other councils, committees, and consultative groups that would potentially be impacted by the change. The Manual Change Request form may be photocopied from this manual. The appropriate councils, committees, and consultative groups will indicate their approval or disapproval on the Manual Change Request form.
 - c. The Manual Change Request form will then be forwarded to the Administrative Council for approval or disapproval.
 - d. The President has final authority to approve/disapprove all Lake Region State College Policies and Procedures amendments.
 - e. Once approved, the website will be updated and a copy sent to the Faculty Senate President, the Staff Welfare Committee President and the Library. The official approved copy shall be filed in the President's Office master file under 303.2 Policies and Procedures.
 - f. Procedural changes including forms which do not change the substance of a policy are approved by the Administrative Council. The Policies and Procedures Change Request Form must be submitted.
 4. The Policies and Procedures Manual often contain only essential aspects of the policies and procedures under which the College operates. Complete accounts appear in the North Dakota Century Code; North Dakota University System of Higher Education Policy Manual; Lake Region State College Catalog; and special bulletins issued by department, administrative offices, etc.
 5. All policies and procedures contained in the LRSC Policy and Procedure Manual shall undergo a comprehensive review at least once every five years to ensure they remain current and relevant. The periodic review, along with any revisions resulting from the review, shall be documented in the 'History' section of the respective policy or procedure.
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History

Administrative Council Approved 300.09 (2) 08/04/99

Administrative Council Updated 300.09 (2) 06/23/08

Administrative Council Approved 300.09 (3) 08/12/03

Administrative Council Approved 300.09 (5) 5/19/25