

**Policy Name:** Establishing & Maintaining College Policies and Procedures- SCHS  
**Policy Number:** ADM 1.01  
**Title of Policy Owner:** Dean of Administration  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 12/1/2024  
**Version:** 1.2  
**Policy Status:** Approved

**I. Policy**

Southside College of Health Sciences (SCHS) establishes and maintains policies and procedures that establish clear guidance for its business and academic practices.

**II. Purpose**

The purpose of this policy is to establish a uniform method for the creation and/or updating of policies and procedures for SCHS.

**III. Scope**

The policies of SCHS include only those policies and procedures that are generally applicable to more than one department or program at the College. Matters affecting only one department or program are not considered to be within the scope of this policy.

**IV. Definitions**

**Policies:** statements of management philosophy and guidelines that provide direction and assistance to the campus community in the conduct of affairs of the College.

**Procedures:** statements that delineate specific actions to be taken to adhere to established policies, allowing for the orderly implementation of those policies.

**V. Policy Details**

The Richmond Higher Education Institutions Leadership Team (RLT) will be responsible for review of all policies. The Director of Compliance and Risk Management is responsible for facilitating and overseeing the review for correct form, formatting, and consistency of the policies across all divisions of the College. Policies are assigned to the appropriate RLT member as “owner” and are reviewed on a three-year cycle, or more frequently if the situation or the policy’s content dictates. Any recommendations for content change will be presented to the RLT. Final approval of all policies rests with the RLT.

**VI. Attachments**

SOP: Establishing Policies and Procedures

**VII. Related Policies**

None

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between SCHS and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	RHEI Leadership Team
1.1	8/2/2023	New Template	RHEI Leadership Team
1.2	11/20/2024	Updated Policy Ownership & Alignment of Policy Language	RHEI Leadership Team