



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: DEVELOPMENT OF POLICIES & PROCEDURES

<b>Policy No.</b>	PO-001	<b>Division</b>	President's Office
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	GP-RR-904, GP-RR-901 & GP-BO-210
<b>Related Procedure</b>	PO-001-PR	<b>Effective Date:</b>	November 4, 2016 (R1)

#### 1. PURPOSE AND SCOPE

The purpose of this policy is to provide a systematic approach for the development and approval of policies and procedures and to provide a standard format for documentation of these policies and procedures. In order to clearly identify responsibilities and expectations and to ensure in as far as possible that consistent quality standards are executed by all Campuses, and divisions within College of the North Atlantic, there is a need to develop and document all approved policies, procedures and guidelines.

#### 2. POLICY

It is the policy of the College that all policies will reflect the mandate of the College as legislated in the College Act, 1996 and will be congruent with the beliefs and values of the College Board of Governors:

All policy statements will consist of three elements:

- 2.1 A **PURPOSE & SCOPE**, which describes the reasons the policy is needed and sets the scene for its operation.
- 2.2 A **POLICY STATEMENT**, which states the "rules" or sets the parameters within which activities in that area will be conducted.
- 2.3 A statement of the **PROCEDURE** or operational methods and/or guidelines to be followed in implementing the policy. In some cases, more than one procedure may arise from one policy statement.

**3. PROCEDURE**

The President shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	April 29, 1997
Reviewed	April 13, 2011
Revision 1	November 4, 2016