POLICIES AND PROCEDURES

SUBJECT: Policy for Establishment, Approval and Review of Policies

REVIEWED/REVISED: 08/14; 06/17

PURPOSE: To outline Nebraska Methodist College’s processes for developing and revising policies and to ensure necessary policies and procedures are adequately maintained and updated to be effective and in compliance with federal, state and local statutes and regulations.

A policy is a statement that governs the operation and conduct of the college community. Nebraska Methodist College’s (NMC) policies are developed to align with the College’s mission and values.

Policy:

All new or substantially revised NMC policies must be reviewed by NMC’s Chief Compliance Officer and approved by NMC’s Cabinet and President. Policies are then made publicly available via the College Catalog and/or NMC website. The following are considered “substantive” revisions:

- Changes to the initial policy’s intent or objective;
- Ownership of the policy changes from one NMC department to another;
- Modification or addition to the initial policy requirements;
- Procedures for implementing the policy change significantly;
- Changes to related federal, state or local regulations;
- Related affiliated Methodist Health System policies change; and
- Initial policy retired and new one is written.

A minor revision not affecting intent or objectives requires review by the NMC Chief Compliance Officer, but does not need review or final approval from either the Cabinet or the President. The following are considered “minor” revisions:

- Adding definitions to increase understanding of the terms of the policy statement;
- Clarifying points of the initial policy;
- Rearranging information to create better information flow; and
- Making punctuation or spelling corrections.
NMC policies establish governing principles and standards and supersede any NMC departmental policy. Generally, NMC policies are reviewed every two (2) years. However, policies may be established or revised at anytime to establish or maintain compliance with federal, state or local laws and/or affiliated Methodist Health System policies.