**5.25.1 Policy Initiation & Approval Flow Chart - Procedure**

START

1. POLICY INITIATION
   - Form & Policy Number from Office of the President

2. FORMAL & INFORMAL GROUP REVIEW
   - NO

3. ADMINISTRATIVE TEAM
   - REVIEW OF PROPOSAL
     - College Community for 2 week period via email
   - EXECUTIVE TEAM
   - STUDENT SENATE (when appropriate)
   - YES

4. COLLEGE-WIDE POLICIES
   - SHARED GOVERNANCE
   - ACADEMIC AFFAIRS & STANDARDS COUNCIL
   - YES

5. POLICY FINALIZATION
   - (when appropriate)

6. PRESIDENT’S OFFICE
   - Stores all policies & procedures
   - DIRECTOR OF MARKETING & PR
   - Posts policy on website
   - END

**NOTE:** Groups could be any committee in the college such as AASC, Ad Hocs, Safety, Technology, Fiscal Facilities, Personnel, Student Affairs, Faculty Leadership, Faculty Departments, Executive Team, Administrative team, Green Team, etc.