

POLICY: Organizational Policy and Review Guidelines Policy		POLICY NUMBER: AM-001-A2
		PREVIOUS/REPLACES: Updated April 25, 2022
APPROVED BY: Executive Committee	EFFECTIVE DATE AS OF: June 1, 2022	PRIOR VERSIONS: September 19, 2021

1. Purpose

This policy is to guide the process of formalizing the content of organizational documents for Herzing College including policies, procedures, processes, and academic regulations. It sets out the content guidelines for clearly writing organizational documents that are easy to follow, consistent, and form the basis for student treatment as well as the operations of the College.

This policy also outlines the process for periodic reviews of policies, procedures, and processes, and also lists the other organizational documents of the College.

2. Scope

This policy will apply to all staff who are tasked with writing and/or updating organizational documents for the College.

3. Policy Content

1. Writing Policies

- a. Policies are top-level documents and should be written as generally as possible. They should cover administrative policies primarily affecting students and other high level policy statements as deemed appropriate.
- b. The content of the policy should not be subject to frequent change, but a review date not more than five years in the future shall be part of the policy.
- c. All policies are approved by the Executive Committee or the Academic Council, and Level One policies can be enacted at this point. Level Two policies must also be approved by the Board of Governors before they can go into effect.

At their discretion, the Board may change a Level One policy to Level Two and vice versa.

- d. Policies shall be coded either AM for Administrative or AC for Academic, followed by a three-digit number and the letter “A” which signifies application to all locations. Following this last letter without a space is the digit 1 or 2, denoting the policy as Level One or Level Two.

- e. Heading shall contain the name followed by “Policy”, the number, the date of the previous version if any, the effective date, the entity approving the Policy, and the year of next review of the Policy.

2. Writing Procedures or Processes

- a. Procedures generally apply to all campuses. If applicable to only one campus, then a Process or Academic Regulation should be written for that campus.
- b. Headings should contain the name followed by “Procedure” or “Process,” the number, the title of person, persons, or entity approving the procedure or process, the effective date, the date of the previous version, and the year of the next review.
- c. Forms required are included with the Procedure or Process and identified with the Process or Procedure number (ex; called “Form for AM 109 A”), name of the form, and last revision date.
- d. Numbering and Approval: procedures and processes are identified based upon department or applicability and will be coded with the following prefixes, followed by a three-digit number and the letter “A” for all, “B” for all but Quebec, or the first letter for campus if it is a process (processes by definition are unique to a campus). Procedures are approved by the persons or entity shown in the table below.

Code	Covers	Approved by
AM	Administrative: Applies to all personnel and all departments.	Executive Committee
AD	Admissions: Applies to Admissions department and all procedures related to enrolling students.	Chief Operations Officer
EF	Educational Funding: Applies to all procedures related to student funding, financial operations of the college, and traditional accounting functions.	Vice President of Finance and Treasurer
AC	Academics: Applies to all program and course content and delivery, and faculty management.	National Director of Academics
CD	Career Development: Applies to all procedures related to internships, clinical placements, employment support, and work term placement.	Chief Operations Officer
AF	Accounting and Finance: Applies to all procedures related to purchasing, procurement, contracts, and suppliers.	Vice President of Finance and Treasurer, System President

Code	Covers	Approved by
HR	Human Resources: Applies to all procedures related to hiring, employee benefits, performance reviews, and professional development.	Executive Committee
IT	Information Technology: Applies to all procedures related to security, storage, retention, and processing of data.	System IT Support, Chief Operations Officer
TR	Trades: All procedures that are exclusive to the Trades programs.	Chief Operations Officer, National Director of Academics

3. Processes

- a. Process documents are those documents that outline functions that are specific to a particular campus or division. This can include:
 - i. Accreditation requirements for programs such as Paralegal.
 - ii. Ministry requirements such as recording transcripts in Ontario, or Quebec issuance of diplomas.
 - iii. Markets requiring specialized programs such as Medical Laboratory Assistant program in Winnipeg.
 - iv. Processes based on the nature of the campus or division such as Kompass Professional Development and Herzing Trades.
- b. Processes are approved by Campus President and corporate staff is copied. Copies are maintained both by the Campus and the Corporate Office.

4. Academic Regulations

- a. These regulations relate to most issues and processes affecting students, such as acceptance, qualifications, grading, academic progress, student behaviour, and graduation criteria. Any academic regulations that are not a direct copy of the policies approved by the board of governors will be consistent with or in implementation of those policies. The Academic Regulations and other policies affecting students will be published in the form of a Student Manual on the College web site.
- b. The Student Manual will be revised to the extent necessary, if at all, annually and be applicable from September 1 to August 31 on an academic year basis. Students must check off that they have read the Student Manual before completing their enrollment at the College.

- c. Since they are front-facing regulations intended to be read by students, academic regulations must be written very clearly with no ambiguity whatsoever.
- d. In preparation for the annual review, all stakeholders should take notes regarding any issues with the current regulations. This can include situations not covered under the current regulations, exceptions to regulations noted, missing or incomplete guidelines, etc.
 - i. During the annual review, all this material should be gathered and examined for changes to be made to the regulations.
 - ii. All campus/division directors should be involved in the approval process.
- e. Academic Regulations as well as Policies applicable to students shall be included in a Student Manual published annually to be effective from September 1 to August 31.

5. General Guidelines:

- a. Organizational documents should be written in the active voice rather than the passive voice. They should also be written in the third person.
- b. Specific names of individuals should be avoided, and position titles used instead. Action items and responsibilities for various individuals should be included in organizational documents.
- c. Timelines should be relative and specific dates should be avoided except in cyclical requirements such as school registration dates.
- d. Organizational policies and procedures will be reviewed on a regularly scheduled basis (minimum of every five years). Policies and/or procedures may be reviewed if necessitated by circumstance.
- e. Review and approval process – Prior to being sent for final approval, the organizational document should be reviewed by the stakeholders for comment and update. The group of individuals required will depend upon the department affected and the breadth of the effect.
- f. Academic regulations are to be reviewed and approved by the campus/division leadership on an annual basis. Unless the regulations directly contradict a Herzing policy, procedure, or process, no Board authorization is required.

6. Organizational Documents

- a. In addition to documents for policies, procedures and processes, there are also the following organizational documents:
 - Student Manual
 - Employee Manual
 - Faculty Manual
 - Quality Assurance Manual
 - Applied Research Manual
 - Work- Term Manual
 - Safety Manual

- b. The student Manual is updated annually with a revised Calendar for the next year and any other changes necessary. The other manuals are updated as necessary, but no less frequently than each five years.

4. Administration

The Chief Operations Officer will oversee the administration and enforcement of this policy.

5. Review

This policy will be reviewed as required by the Executive Committee in 2027.

6. Definitions

Organizational Documents – Documents that contain policies, procedures, processes, or educational directives that form the basis of guidance for the operations of Herzing College.