



## **Policy Development and Review**

**Policy Number:** 101

**Categorized:** General

**Procedure:** 101P

**Responsible Office:** Office of the President

**Effective Date:** 03/29/2017

**Date Last Reviewed:** 09/14/2023

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### **1. Scope**

This policy provides the framework for the development, approval, and review of all college-wide policies. This policy and its associated procedures (if applicable) apply to all Northern Virginia Community College academic and administrative units. The College Policy Liaison is tasked with coordinating the review, issuance, and archiving of all official College policies.

### **2. Policy Statement**

NOVA's policies connect the College's mission to the everyday work of the College community, clarify the institution's expectations of its individual members, mitigate institutional risk, enhance efficiency, align with the college's commitment to inclusive excellence, and support the College's compliance with laws and regulations. Policies exist only at the College level. Individual departments and offices may establish internal and publish procedures for decision-making to ensure consistency.

NOVA creates and maintains well-articulated and understandable policies and procedures to which the entire College community has ready access online. NOVA policies and procedures conform to but do not duplicate the policies and procedures of the Virginia Community College System (VCCS) and the laws and regulations of the Commonwealth of Virginia and of the United States. If a college policy or procedure is in conflict with an equivalent or related policy of the Virginia Community College System (VCCS), the Department of Human Resource Management (DHRM), or with a law or regulation of the Commonwealth, the policy of the VCCS, DHRM, or the law or regulation of the Commonwealth takes precedence, and the NOVA policy or procedure will be modified to be in compliance. When applicable policies exist within the VCCS or Virginia, NOVA will not create its own policies but will instead link users to these existing applicable policies through the Policy Manual.

All NOVA policies and associated procedures shall:

- a. be written and presented in a common format.
- b. have a well-defined responsible office and approval path.
- c. be organized centrally and accessible online.



d. be always kept current.

### **3. Authority**

[VCCS Policy Manual](#)