

## 305.1 – Policy Approval & Revision

### **Purpose:**

To establish Bismarck State College's policy to address the process for developing, issuing, revising, and maintaining all policies applicable to departments, faculty, staff, and students. BSC policies must be aligned with the institutional mission, vision, values, and goals while enhancing operational efficiency and governance. The development and maintenance of BSC policies must follow the requirements outlined in this document.

### **Policy:**

BSC policies or changes to existing policies of a permanent nature shall be established by:

- 1) the North Dakota State Board of Higher Education,
- 2) federal and state laws and regulations,
- 3) other laws and regulations, and/or
- 4) the Office of the President.

BSC policy proposals and changes shall be presented to the BSC Policy Team and Executive Council to solicit feedback. All BSC policies must be approved by the BSC President before going into effect.

BSC policy and procedure numbering sequence will follow the structure of the North Dakota State Board of Higher Education.

### **Definitions:**

**BSC Policy** - A policy is a governing principle that typically mandates or constrains actions, has institution-wide application, changes infrequently and sets a course for the foreseeable future, helps ensure compliance with applicable laws and regulations, reduces institutional risk, and is approved by the BSC President. North Dakota State Board of Higher Education policies take precedent over BSC policies. Federal and state laws must supersede BSC policies. All policies must have a procedure.

### **BSC Procedures:**

**Policy Procedure** - A Policy Procedure is a series of interrelated steps that operationalize a Policy.

**Operational Procedure** – An Operational Procedure is a series of interrelated steps that operationalize a process and provide guidance on how to address questions. An Operational Procedure exists without a policy.

**References:**

[SBHE Policy: 305.1 Institution President Authority and Responsibilities; Contract Terms](#)

**History of This Policy:**

First policy: May 19, 2022

Reviewed by Campus Council on May 11, 2022, and reviewed by the Executive Council on May 19, 2022, and approved by the President on May 19, 2022.

Reviewed by the Policy Team on February 13, 2026 and reviewed by the Executive Council on March 27, 2026, and approved by the President on March 23, 2026.