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**Revision Responsibility:** Assistant Vice President for Faculty, Curriculum and Programs  
and Vice President for Student Affairs

**Responsible Executive Officer:** Vice President for Academic Affairs

**Source/Reference:** [TBR Policy 1:03:10:00](#)  
[Columbia State Policy 01:02:00](#)

## **PURPOSE**

To provide for shared governance at Columbia State by establishing effective means whereby students, faculty, and staff can have input into the development of policies and programs relating to student and academic affairs, while recognizing that the responsibility and authority for decision-making rest solely with the administration.

## **POLICY**

- I. Responsibility for reviewing recommendations for the development and revision of academic or student policies and procedures by faculty, staff, and students rests with the membership of the Academic and Student Policies and Procedures Committee (ASPPC).
- II. The President and the Vice Presidents have responsibility for ensuring that the policies and procedures are directly related to and appropriate to the mission and goals of the College, and are in compliance with the requirements of the Tennessee Board of Regents and other appropriate agencies.

## **PROCEDURES**

- I. Proposals for new policies, procedures, or changes in existing policies/procedures may be initiated by faculty, Division Deans, Standing Committees, or other personnel by submitting them to any member of the ASPPC.
- II. The Student Government Association (SGA) may make recommendations concerning student policies to the Vice President for Student Affairs. The Vice President for Student Affairs would submit recommendations from the SGA to the ASPPC.
- III. The ASPPC will review the proposals and make recommendations to the responsible executive officer. The recommendations may be for approval or disapproval as sub-committee, or for modifications as deemed appropriate.
- VI. If approved by the responsible executive officer, the proposal will be submitted to the President's Cabinet for final review and recommendations to the President for approval or disapproval.



**Policies and Procedures Manual**  
*Academic and Student Policy and  
Procedures Changes*  
**Policy No. 02:01:00**  
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*New Policy: June 21, 2000 (originally part of Columbia State Policy 02-13); revised: June 3, 2002 (to reflect change in dean of instruction's title to assistant vice president for faculty and programs); October 3, 2011(updated TBR policies, policy name change, new policy format and updated titles); Revised February 2018; reviewed, accepted with minor changes by Cabinet, approved and signed by the President August 2022.*