

**GRAYS HARBOR COLLEGE
Administrative Procedure**

Subject: STUDENT SERVICES POLICY REVISION PROCESS

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Administrative Procedure: 402.04

Date adopted: 2/9/01 Revised: 2/18/20

Policies impacting students and student services functions are reviewed by the Student Services Administrative Leadership Team (SSALT). SSALT meets throughout the year to consider policy changes and to discuss issues and policies that impact students.

New or revised policies are approved through SSALT and then processed through the College Council. Depending on the issue at hand, it may be reviewed by other campus groups. Following opportunity for feedback from student government, student services staff and other campus constituencies, policies are approved through the Board of Trustees. The president, following presentation at the College Council, approves Administrative Procedures.