

# Orangeburg-Calhoun Technical College

## Statement of Policy

Title: Policy and Procedure System

Number: 1.001

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Department of  
Responsibility: President

Authorization:

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Area Commission Chairman

President

Date Approved: July 20, 1993

Last Revised: January 21, 2014

Last Reviewed: March 19, 2024

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### I. PURPOSE:

The purpose of this document is to establish a system for the formulation and communication of official policies and procedures for Orangeburg-Calhoun Technical College. It is the policy of the administration and governing body of this College that all employees have access to official policies and procedures and an opportunity for input into their development.

### II. STATEMENT OF POLICY:

Policies shall provide the basis for operating procedures and serve as a guide for decision-making. Generally, policies must be based upon one of the following: Federal or State law, State Board for Technical and Comprehensive Education policy or policy developed by the Orangeburg-Calhoun Area Commission For Technical Education. Federal or State laws and official policies of the State Board will not be duplicated by a College policy unless this is necessary but will be readily available for reference. All policies issued by the College must be approved by the Area Commission and the President.

Statements of Policy will be general and shall not include detailed procedural guidelines. These details shall be provided through related Statements of Procedure.

### III. STATEMENT OF PROCEDURE:

Procedures will be based upon policy and will serve to clarify, communicate and implement the policies intent. Procedures having college-wide application must be approved by the President. Routine procedures affecting only single departments may be initiated by departmental supervisors but must be consistent with authorized Orangeburg-Calhoun Technical College policies and procedures and must be approved by the President.