



**POLICY 00:00:03**  
**POLICIES AND PROCEDURES MANUAL**  
**ADDITIONS/MODIFICATIONS/DELETIONS**

Additions, modifications and/or deletions in the Pellissippi State Community College Policies Manual will occur as appropriate in conjunction with revisions in the Tennessee Board of Regents Policy Manual or Guideline Manual.

Policies and Procedures will also be developed to comply with state or federal laws and various college needs. Policies and Procedures will be written by the appropriate President's staff member or other college official as designated by the President.

All of the College Policies and Procedures must be approved by the President. After discussion at President's Staff Meeting and formal approval by the President, the administrative assistant to the President will make the necessary changes in the official Policies and Procedures Manual located in the President's Office and on the Pellissippi State Web Page.

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Approved: Executive Council, March 4, 1991

Editorial Changes, April 14, 1993

Approved: Allen G. Edwards, President, November 17, 1998

Approved: President Allen G. Edwards, October 14, 2002

Reviewed/Recommended: President's Staff, December 10, 2007

Approved: President Allen G. Edwards, December 10, 2007

Editorial Change: July 1, 2009