

Policy and Procedure

SON OP: **10.014 Student Handbook, Catalog and Website Language**

PURPOSE: The purpose of this administrative policy is to ensure consistency of content and policy between the Gayle Greve Hunt School of Nursing (GGHSON) Student Handbooks, Catalogs and Website.

REVIEW: All policies and publications are reviewed on a staggered (even or odd year) biennial review cycle and as needed. Policies shall be reviewed by September 1 of every odd numbered year. Recommendations for changes are submitted to the Dean or his/her designee for final approval.

POLICY/PROCEDURE

1.0 Policy

In order to maintain consistency and operational effectiveness of the Gayle Greve Hunt School of Nursing (GGHSON), all of the requirements and guidelines set forth in the GGHSON Handbook and Catalog are to be considered GGHSON policy.

2.0 Procedure for review of changes

Proposed changes are made by the academic administrators and/or appropriate faculty committee then voted on by the faculty council.

When changes are made, the Sr. Director for Administration will ensure student handbooks and/or catalogs are updated.

As appropriate, the Sr. Director for Administration is also responsible for updating the GGHSON website.