

## Northwest Indian College Approved Policy Review Calendar

Document Name	Department	Doc number	Position Responsible	Committee Responsible	Date of Original Approval	Date of Last Approval	Date of Next Review	Schedule of Review	Approval Body	NWCCU Standard
<u>Credit Hour Policy</u>	Academics and Distance Learning	N/A	Dean of Academics	Curriculum Committee	3/12/2014	3/12/2014	Feb, 2018	Every 3 years	Board of Trustees	Standard 2
<u>Curriculum Committee Handbook</u>	Academics and Distance Learning	N/A	Curriculum Committee Chair	Curriculum Committee	11/23/2010	6/8/2017	June, 2019	Every 2 years	VP of Instruction & Student Services	2.C.5
<u>Faculty Handbook</u>	Academics and Distance Learning	N/A	Dean of Academics	N/A	8/8/2008	8/8/2008	Feb, 2018	Every 3 years	Board of Trustees	2.A.29, 2.B.5, 2.B.6, 2.C.5, 2.C.6
<u>Independent Learning Handbook</u>	Academics and Distance Learning	N/A	Dean of Academics	N/A	7/28/2014	7/28/2014	April, 2018	Every 3 years	Dean of Academics	
<u>Indigenous Research Policy</u>	Academics and Distance Learning	POL-403	Dean of Indigenous Education	CSI Staff	5/5/2017	5/5/2017	May, 2020	Every 3 Years	Board of Trustees	
<u>Library Use Policy</u>	Academics and Distance Learning	POL-401 rev. 0.0	Librarian	Library Advisory Committee	7/15/2015	7/15/2015	July, 2018	Every 3 years	Board of Trustees	2.A.13, 2.C.6, 2.E.1, 2.E.2, 2.E.3, 2.E.4
<u>Library Use Procedure</u>	Academics and Distance Learning	PRO- 403 rev 0.0	Librarian	Library Advisory Committee	4/8/2015	4/8/2015	July, 2018	Every 3 years	Admin Team	2.A.13, 2.C.6, 2.E.1, 2.E.2, 2.E.3, 2.E.4

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<u>Lummi Library Collection Development &amp; Maintenance Procedure</u>	Academics and Distance Learning	PRO- 402 rev 0.0	Librarian	Library Advisory Committee	4/8/2015	4/8/2015	July, 2018	Every 3 years	Admin Team	2.A.13, 2.C.6, 2.E.1, 2.E.2, 2.E.3, 2.E.4
<u>Lummi Library Collection Development &amp; Management Policy</u>	Academics and Distance Learning	PRO-402 rev 0.0	Librarian	Library Advisory Committee	7/15/2015	7/15/2015	July, 2018	Every 3 years	Board of Trustees	2.A.13, 2.C.6, 2.E.1, 2.E.2, 2.E.3, 2.E.4
<u>College Response to Requests for Information</u>	Administration	POL-102	Human Resource Director	N/A	10/28/2017	10/28/2017	Oct, 2020	Every 3 Years	Board	
<u>NWIC Advisory Boards &amp; Committees</u>	Administration	POL-101 rev 0.0	Human Resources Director	Admin Team	12/9/2015	12/9/2015	Dec, 2018	Every 3 years	Board of Trustees	2.A.17
<u>NWIC Policy Review Calendar</u>	Administration	N/A	TBD	TBD	3/1/2015	3/1/2015	Feb, 2018	Annual	Admin Team	2.A.6
<u>Comprehensive Emergency Management Plan</u>	Campus and Admin Services	N/A	Vice President of Administrative Services	Safety Committee	5/4/2016	5/4/2016	May, 2019	Every 3 years	Board of Trustees	2.D.2
<u>Hazardous and Toxic Material Policy &amp; Procedure</u>	Campus and Admin Services	POL- 804 rev 0.0	Vice President of Administrative Services	Science Faculty/NICM ERE	5/16/2014	12/13/2017	Dec, 2020	Every 3 years	Board of Trustees	2.G.2

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<u>Institutional Review Board Manual</u>	Campus and Admin Services	N/A	Vice President of Administrative Services/ Center for Health	IRB Board	12/2/2013	12/3/2013	April, 2018	Every 3 years	Board of Trustees	
<u>Motor Pool Management Policy</u>	Campus and Admin Services	POL-803	Vice President of Administrative Services	N/A	1/14/2015	12/13/2017	Dec, 2020	Every 3 years	Board of Trustees	
<u>Motor Pool Management Procedure</u>	Campus and Admin Services	PRO- 804 rev 0.0	Vice President of Administrative Services	N/A	10/22/2014	12/13/2017	Dec, 2020	Every 3 years	Admin Team	
<u>NWIC Remote Access Authorization Policy &amp; Form</u>	Campus and Admin Services	N/A	Information Services Director	N/A	4/16/2010	4/16/2010	March, 2018	Every 3 years	VP of Admin Services	
<u>Amendment to Financial Manual</u>	Finance and Business	N/A	Chief Financial Officer	Finance Committee	Various, 2010-2013	2010-2013	Feb, 2018	Every 3 years	Board of Trustees	
<u>Cell Phone Usage &amp; Reimbursement Policy</u>	Finance and Business	N/A	Chief Financial Officer	Finance Committee	2/13/2008	2/13/2008	April, 2018	Every 3 years	Board of Trustees	

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<u>Financial Manual</u>	Finance and Business	N/A	Chief Financial Officer	Finance Committee	7/9/2004	7/9/2004	March, 2018	Every 3 years	Board of Trustees	2.A.26, 2.A.30, 2.F.1, 2.F.2, 2.F.3, 2.F.4, 2.F.5, 2.F.6, 2.F.8
<u>Grant Manager's Manual</u>	Finance and Business	N/A	Chief Financial Officer/VP of Research & Sponsored Programs	Finance Committee	2008	2008	March, 2018	Every 3 years	Board of Trustees	2.A.30
<u>Institutional Budget Policy</u>	Finance and Business	POL- 704	Chief Financial Officer	Finance Committee	12/7/2016	12/7/2016	Dec, 2019	Every 3 Years	Board of Trustees	2.A.30, 2.F.1
<u>NWIC Acceptable Credit Card Use Agreement</u>	Finance and Business	N/A	Chief Financial Officer	Finance Committee	8/19/2015	8/19/2015	Aug, 2018	Every 3 Years	Board of Trustees	
<u>NWIC Vehicle Use Policy</u>	Finance and Business	N/A	Chief Financial Officer	Finance Committee	11/1/2013	11/1/2013	April, 2018	Every 3 years	Board of Trustees	
<u>Reserve Account Policy</u>	Finance and Business	POL-702	Chief Financial Officer	Finance Committee	8/10/2016	8/10/2016	Aug, 2019	Every 3 Years	Board of Trustees	2.A.30
<u>Utilization of Current Net Assets Policy</u>	Finance and Business	POL- 703	Chief Financial Officer	Finance Committee	8/10/2016	8/10/2016	Aug, 2019	Every 3 Years	Board of Trustees	2.A.30

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<u>Conflict of Interest Policy for Northwest Indian College – Board of Trustees</u>	Governance	N/A	Office of the President	N/A	8/21/2003	8/21/2003	March, 2018	Every 3 Years	Board of Trustees	2.A.23
<u>Northwest Indian College Charter</u>	Governance	Resolution #2017-074	Office of the President	N/A	2010	2017	Nov, 2020	Every 3 Years	Board of Trustees	2.A.1, 2.A.2
<u>NWIC Foundation- Policy Regarding Board Participation with Ticketed Events</u>	Governance	N/A	Office of the President	N/A	Unknown	Unknown	Feb, 2018	Every 3 Years	Board of Trustees	
<u>NWIC Organizational Chart</u>	Human Resources	N/A	Human Resource Director	N/A	3/1/2017	3/1/2017	March, 2018	Every year	Admin Team	2.A.9
<u>Personnel Policy Manual</u>	Human Resources	POL- 601	Human Resource Director	Personnel Policy Committee	6/7/2017	6/7/2017	June, 2020	Every 3 years	Board of Trustees	2.A.18, 2.A.19, 2.A.22, 2.B.1, 2.B.2, 2.B.3
<u>Administrative Drop for Prerequisites and Requirements Procedure</u>	Students and Student Services	PRO-315	Registrar	Academic Standards	3/9/2016	3/9/2016	March, 2019	Every 3 years	Admin Team	

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<u>Admission and Placement Policy</u>	Students and Student Services	POL-313 Rev. 0.0	Dean of Student Services	Director of Admissions/Testing Coord	12/9/2015	12/9/2015	Dec, 2018	Every 3 years	Board of Trustees	2.A.16, 2.C.4
<u>ASNWIC Constitution</u>	Students and Student Services	N/A	Director of Student Activities	SEB Members	N/A	N/A	Feb, 2018	Every 3 years	Board of Trustees	
<u>Bylaws of ASNWIC</u>	Students and Student Services	N/A	Director of Student Activities	SEB Members	1/23/2012	1/23/2012	Feb, 2018	Every 3 years	Board of Trustees	
<u>Co-Curricular Activities Policy</u>	Students and Student Services	POL-316	Student Activities Coordinator	N/A	8/10/2016	8/10/2016	Aug, 2019	Every 3 years	Board of Trustees	2.A.17, 2.D.11
<u>Deceased Student Procedure</u>	Students and Student Services	PRO-703	Grant Manager/Registrar	N/A	12/17/2014	12/13/2017	Dec, 2020	Every 3 years	Admin Team	
<u>Disability Policy</u>	Students and Student Services	N/A	Dean of Students	N/A	12/16/2013	12/16/2013	April, 2018	Every 3 years	Board of Trustees	2.A.15
<u>Financial Aid Policy</u>	Students and Student Services	POL-315 Rev. 0.0	Financial Aid Director/Dean of Students	Financial Aid	1/13/2016	1/13/2016	January, 2019	Every 3 years	Board of Trustees	2.D.8, 2.D.9
<u>Grade Change Policy</u>	Students and Student Services	POL-311	Registrar	Academic Standards	6/10/2015	6/10/2015	June, 2018	Every 3 years	Board of Trustees	2.D.5
<u>Grading Policy</u>	Students and Student Services	POL-317	Registrar	Academic Standards	6/1/2016	6/1/2016	June, 2019	Every 3 years	Board of Trustees	2.D.5

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<u>Incomplete Agreement Policy</u>	Students and Student Services	POL-312 Rev.0.0	Registrar	Academic Standards	6/10/2015	6/10/2015	June, 2018	Every 3 years	Board of Trustees	
<u>Late Registration IL and LC Courses Procedure</u>	Students and Student Services	POL-309 Rev. 0.0	Registrar	Academic Standards	9/3/2014	12/13/2017	Dec, 2020	Every 3 years	Admin Team	
<u>NWIC Athletic Handbook</u>	Students and Student Services	N/A	Athletic Director	N/A	8/3/2011	8/3/2011	April, 2018	Every 3 years	Board of Trustees/Admin Team	2.D.13
<u>NWIC Residence Life Center – Policies &amp; Procedures Handbook</u>	Students and Student Services	N/A	Director of Residence Life	Housing Committee	Undated	Undated	April, 2018	Every 3 years	Board of Trustees	2.D.12
<u>Posthumous Degree Policy</u>	Students and Student Services	POL-310 Rev. 0.0	Dean of Students/Registrar	N/A	11/19/2014	12/13/2017	Dec, 2020	Every 3 years	Board of Trustees	
<u>Prior Experiential Learning Policy</u>	Students and Student Services	POL-316	Registrar	N/A	7/6/2016	7/6/2016	July, 2019	Every 3 years	Board of Trustees	2.C.7, 2.C.14
<u>Prior Learning Experience Credit Procedure</u>	Students and Student Services	PRO-310	Registrar	N/A	10/8/2014	10/8/2014	July, 2019	Every 3 years	Board of Trustees	2.C.7, 2.C.14
<u>Refund Policy</u>	Students and Student Services	POL-318	Dean of Students	N/A	7/6/2016	7/6/2016	July, 2019	Every 3 years	Board of Trustees	2.D.5
<u>Satisfactory Academic Progress Policy</u>	Students and Student Services	N/A	Registrar	Academic Standards	4/9/2014	12/13/2017	Dec, 2020	Every 3 years	Board of Trustees	2.A.15

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<u>Secure Retention of Student Records Policy</u>	Students and Student Services	POL-314 Rev. 0.0	Registrar	N/A	12/9/2015	12/9/2015	Dec, 2018	Every 3 years	Board of Trustees	2.D.7
<u>Student Grievance Policy</u>	Students and Student Services	POL-309 – Rev. 0.0	Dean of Students	N/A	8/21/2014	12/13/2017	Dec, 2020	Every 3 years	Board of Trustees	2.A.15, 2.A.22
<u>Student Handbook (2016-17)</u>	Students and Student Services	N/A	Dean of Students	N/A	2016-2017	2016-2017	May, 2018	Annual	Admin Team	2.D.3
<u>Student Rights and Responsibilities Policy</u>	Students and Student Services	POL-320	Dean of Students	N/A	9/7/2016	9/7/2016	Sept, 2019	Every 3 years	Board of Trustees	2.A.15
<u>Transfer of Credits Policy</u>	Students and Student Services	POL-319	Director of Admissions	N/A	10/12/2016	10/12/2016	Oct, 2019	Every 3 years	Board of Trustees	2.A.14, 2.C.8, 2.C.13