

ADMINISTRATIVE RULE NO: 2035-02
RELATED TO POLICY SERIES NO: 2035

TITLE: ADMINISTRATIVE RULE ADDITIONS, DELETIONS, AND MODIFICATIONS

PROCESS

- A. The proposed rule (addition, deletion, or modification) is submitted in writing to the college President stating:
1. the reason for the rule,
 2. the proposed rule, and
 3. the procedure for implementing the rule.
- B. A copy of the proposal is reviewed by College Council and then sent to college management and exempt staff and the presidents of the college associations for their input and modification. These individuals will be given thirty (30) calendar days to respond. If no response is received after 30 calendar days, the President's Office will assume no modifications are necessary to the proposal.
- C. A final review of the proposal by College Council will take place after the 30-calendar-day period. During this review, suggested modifications and input will be considered and incorporated into the proposal if appropriate. College Council will then approve the proposal for addition to the Linn-Benton Community College Administrative Rules. The 30-day review period may be waived by the college president when phone numbers; titles; and names of departments/divisions, organizations, agencies, institutions, etc., need to be updated.

A complete review of the LBCC administrative rules will take place annually. If, as a result of the review, modifications to the rules are necessary, the procedure outlined above will be followed in making these modifications.

DATE OF ADOPTION: 08/13/84

DATE(S) OF REVISION(S): 04/29/97; 05/26/98; 01/15/08