

BGSU Firelands		
Governance Document Policy	Documents	Document Control
Approved by:	Date Revised 2-20-07	FC 9011

PURPOSE

Policy on documents that are part of this system.

POLICY

All information in this document is intended to support and comply with the Academic Charter. If any conflict should arise between this document and the Academic Charter, the higher order documents will necessarily take precedence.

All policy (FC XX1X) and procedure (FC XX2X) level documents in this system shall be reviewed by College Council and approved by the Dean of BGSU Firelands.

Instructions, forms and samples (FC XX3/4/5X) prepared and concurred upon by a committee or office will be forwarded to the Associate Dean for Academic and Student Affairs for review and approval.

Recommendations for changes will be according to a planned procedure (FC9121, Document Revisions). Obsolete documents will be withdrawn from use or labeled as "obsolete."

The most current version of a document can be identified by the date revised in the document index (FC 9211). The date revised should, where appropriate, match the approval date (and thus the minutes) of the last committee providing its approval prior to the Dean's/Associate Dean's review and approval.

BGSU Firelands Chairs and Administrative Directors will ensure that documents are understood and are readily available for use by individuals needing the information.

Committee chairs will review pertinent documents with the committee at the first meeting of the academic year.