Student Handbooks

Policy and Procedure
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Student Handbook Policy and Procedure

**Policy:** Students must have accurate and timely access to student information and regulations as well as timely notification of changes.

**Purpose:** The purpose of this policy is intended:
- To provide guidance on how updates and/or changes are made to the student handbooks
- To define how students will be informed when these changes or updates to any student handbooks occur.

**Scope:** The Office of Student Affairs and students affected by any change or update to a student handbook.
**Student Handbooks Procedure**

1. An annual review of each student handbook will be conducted by the Assistant Dean for Student and Alumni Affairs.
2. Recommended changes by the Assistant Dean for Student and Alumni Affairs will be forwarded to the Associate Dean for Academic Programs and the Curriculum Committee for review.
3. Approved changes will be made by the Assistant Dean for Student and Alumni Affairs or a Student Affairs Staff Member.
4. Updates or changes to the Student Handbooks will be communicated to the affected students via HSC email by the Student Affairs office.

**Revision History**

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
</tr>
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<tbody>
<tr>
<td>1.0</td>
<td>7/27/2011</td>
<td>Initial Release</td>
<td>Shawn Elwell</td>
<td>Assistant Dean for Student and Alumni Affairs</td>
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<tr>
<td>1.0</td>
<td>3/18/2014</td>
<td>Reviewed – no changes needed</td>
<td>S. Fix</td>
<td>Assistant Dean for Student and Alumni Affairs</td>
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