



Policy on Policy Development and Review

Approval Date: 2/16/2026

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Board Policy Alignment: [BCD-3 Delegation to the President](#)

Responsible Official: President

Purpose

Per Board Policy BCD-3 – Delegation to the President, the Frederick Community College (“FCC” or “the College”) Board of Trustees has authorized the President to establish all administrative policies to achieve the College’s Board-designated Ends. This policy specifies the creation and review of such administrative policies.

Scope

This policy provides the framework for the development, approval, review, and repeal of all College-wide administrative policies. This policy and its associated procedures apply to all Frederick Community College (“FCC” or the “College”) academic and administrative units. The Office of the President is tasked with coordinating the review, issuance, and archiving of all official College policies.

Policy

FCC’s administrative policies clarify the institution’s expectations of its individual members, including students, employees, and affiliates, align the College with its values, mitigate institutional risk, enhance efficiency, and support the College’s compliance with laws and regulations. Administrative policies exist only at the College level and are therefore the responsibility of the Office of the President.

The President holds all authority for the approval of all administrative policies. The designated responsible official(s) for each administrative policy, is required to establish and publish the FCC administrative procedures necessary to enact their designated policy for College compliance. Within the operational teams led by the policy’s responsible

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official(s), individual departments and offices may establish and publish internal standard operating procedures (SOPs) for decision-making to ensure consistency, but those internal SOPs must conform to FCC's published policies and procedures.

FCC creates and maintains well-articulated and understandable policies and procedures to which the entire College community has ready access online. Frederick Community College complies with all applicable local, state, and federal laws, as well as the provisions of all relevant collective bargaining agreements. If a College policy or procedure conflicts with any law, regulation, or provision of a collective bargaining agreement, then the law, regulation, or provision takes precedence, and the FCC policy or procedure will be modified accordingly for compliance.

All administrative policies shall:

- be written and presented in a common format;
- have a responsible office that establishes well-defined administrative procedures and adhere to the process for policy development, review, and repeal;
- be organized centrally and accessible online;
- be developed in a manner that adheres to principles of transparency and participation, and that values the expertise of FCC's talent; and
- be approved by the President.