

## Procedure 3.0103

### Program Handbook Procedure

Program handbooks are compiled by College faculty and staff to provide information pertinent to a specific program. Program handbooks provide guidance on external agency policies and procedures and is used in addition to institutional College policies and procedures located on the College website.

Faculty and staff are asked to include the following information when developing program handbooks:

- Title Page. The title page must feature the College logo and include dates the handbook was revised.
- Administrative Signature Page. The administrative signature page must include signatures from the program coordinator/lead instructor, dean/director, vice president of student services, supervising vice president, and president indicating approval of the content of the handbook.
- Introduction Page. The introduction page should include a disclaimer statement letting readers know the handbook supplements the policies and procedures adopted by the College Board of Trustees.
- Student Acknowledgement Page. The student acknowledgement page at the conclusion of the handbook must be signed by the student to acknowledge they have reviewed, understood, and will abide by the program handbook.

The College writing style guidelines must be followed when developing Program Handbooks. The writing style guidelines can be found on the [Handbooks and Manuals](#) page of the College website.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Writing Style Guidelines](#)

### History

**Senior Staff Review/Approval Dates:** 11/14/16, 07/31/2017

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*

