

## Policy and Procedure

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### Institutional Policy Manual

In line with its mission to maintain high quality standards, the Office of Institutional Effectiveness oversees the writing, review, and publication of Institutional Policies. The institution has identified key decision-makers as Policy Owners to oversee the quality of their respective policy sections in the policy manual.

CBS's policy approval process aligns with the [SACSCOC Best Practices for Policy Development](#).

All official, signed copies of policies are archived in the Office of Institutional Effectiveness digital files. For questions related to the Policy Manual (or e-Manual), please email [ie@cbshouston.edu](mailto:ie@cbshouston.edu).

If you are an employee of CBS and would like a link to the e-Manual (the College's online Policy Manual), please email [ie@cbshouston.edu](mailto:ie@cbshouston.edu).

To initiate a policy, please use the following [Policy Template with Signature Page](#).