

**MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING**

**POLICY A-2**

**TITLE:** POLICY ON PROCEDURES

**POLICY:** Procedures reflect implementation of policy and can be revised to reflect current practice by appropriate personnel or committees. The procedure(s) associated with a given policy will be linked electronically to the corresponding policy. All procedures are to be written in a consistent, standard format with the title of the procedure bolded and centered and with the corresponding policy identified in parenthesis below the procedure title (e.g. Corresponding Policy: #X - Title). When substantive changes in procedures are made, the revised changes will be sent to faculty and staff.

Changes in procedures will be forwarded to the Director of Administration and Finance who will then forward them to the College Web Coordinator for posting in the electronic Procedure Manual.

**RATIONAL:** To increase efficient use of faculty time.

**Approvals:**

**Level I:** Executive Council (May, 2011)

**Level II:** Dean (May, 2011)