



NUMBER: 206  
SUBJECT: COMMUNICATION AND DISTRIBUTION OF A NEW OR AMENDED POLICY  
EFFECTIVE DATE: AUGUST 15, 2005  
EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011  
PAGE 1 OF 1

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**206.1 — PROCEDURE**

**206.1.1 — Institutional New or Amended Policy**

Upon approval of a new or amended policy by the Campus Board of Directors, the policy or amendments will be added to Bridgerland Applied Technology College's (BATC's) official Policy Manual available on the BATC network and/or Web site.

**206.1.2 — Departmental or Program-specific New or Amended Policy**

It is the responsibility of the department head, faculty, and staff to promulgate the new policy or amendments to employees or students under their supervision. This communication may include an update to the Student Handbook, the Employee Handbook, or any program-specific handbooks or syllabi as is appropriate under the circumstances.