

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
<b>WCJC Title: Administrative Procedures: Written Format (BH)</b>	<b>Section B: Local Governance</b>	<b>Page(s): 7</b>
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
<b>Policy Title: Administrative Rules And Regulations</b>	<b>Policy: BH (LOCAL)</b>	
<b>Subtitle: None</b>	<b>Date Adopted: 8-01-20</b>	

### **Purpose**

This document describes the format to be used when writing an Administrative Procedure.

### **Background**

Administrative Procedures are a set or system of rules that govern the actions and processes for managing the College and they fall under the purview of the College President. These procedures are meant to establish efficiency, consistency, responsibility, and accountability in the management of the College. Administrative Procedures may be created to enact 1) legal requirements, 2) board-adopted Policies, or 3) actions necessary to ensure the efficient operation of the college.

Administrative Procedures are compiled in a document entitled ***WCJC Administrative Procedures Manual of the College*** (“Administrative Procedures”, for short).

### **Procedure**

All WCJC Administrative Procedures should be drafted using the standard “WCJC Administrative Procedure Template” (see pg. 5 for template and pg. 6 for an example of an Administrative Procedure). The standard template includes the use of a Header and the Body or Narrative and adheres to a distinct set of formatting guidelines to ensure readability, accessibility, and clarity.

### **Header**

***WCJC Title:*** This is the name of the Administrative Procedure as it will appear on the College’s intranet site. In the sample provided, “**Graduation (EGC)**” is used for the title because this document pertains to Graduation requirements. “**EGC**” is included in the title because EGC (LEGAL) and EGC (LOCAL) Policies pertain to graduation requirements.

**Section:** This refers to the Section from the WCJC Board Policy Manual that correlates to the Administrative Procedure. The sections of the WCJC Board Policy Manual are:

- A: Basic District Foundations
- B: Local Governance
- C: Business and Support Services
- D: Personnel
- E: Instruction
- F: Students
- G: Community and Governmental Relations

In the example provided, “Section E: **Instruction**” is used because this Administrative Procedure supports EGC (LEGAL) and EGC (LOCAL) Policies.

**Pages(s):** This refers to the number of pages in the Administrative Procedure. For the example provided, the number of pages is listed as “2” because the Administrative Procedure is two (2) pages in length.

**Policy Title:** This is the title of the Policy in the WCJC Board Policy Manual that corresponds to the Administrative Procedure. In the example provided “**Academic Achievement**” is used because this is the title appearing on EGC (LEGAL) and EGC (LOCAL). The Policy title will be on the upper left hand of the adopted Policy (see highlighted example below).

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**EXAMPLE**

Wharton County Junior College  
241500

**ACADEMIC ACHIEVEMENT**  
GRADUATION

EGC  
(LOCAL)

The Board shall establish graduation requirements...

[Abbreviated for length]

DATE ISSUED: 8/13/2020  
LDU 2020.01  
EGC(LOCAL)-AJC

ADOPTED:

1 of 1

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**Policy:** In this section, put the letters of the applicable Policy, whether LOCAL, LEGAL, or both. In the example provided, the Policy referenced is “**EGC (LOCAL)**”.

**Subtitle:** If applicable, this should reference the Policy subtitle that appears directly below the Policy title. In the example above, “**Graduation**” is the subtitle for the LOCAL Policy “**Academic Achievement**”. If there is no subtitle for a given Policy, write “**None**”.

**Date Adopted:** This date must reference the initial date that the WCJC Board of Trustees adopted the Policy that this Administrative Procedure references. Most of the College’s Policies were adopted to go into effect on August 1, 2020. In the example provided, the date adopted is “**8-01-20**”. *Note: Policies may be updated and revised regularly; it is important to use the date that the Policy being referenced was initially adopted by the Board of Trustees.*

### ***Body or Narrative of the Template***

**Purpose:** This is a statement regarding the purpose or reason for the Administrative Procedure.

**Procedure:** The procedure includes all actions that must occur to accomplish the required objectives within the Administrative Procedure, including timelines, if appropriate.

**Date Prepared:** The data prepared should include both the date and the initials of the person preparing the Administrative Procedure. In the example provided, “**9-18-20 (AAA)**” is used, which signifies that Amanda Allen prepared this Administrative Procedure on September 18, 2020.

**Revised Date:** As Administrative Procedures undergo revision, the date of the revision will be notated, along with the initials of the individual who drafted the revisions.

### ***Additional Administrative Procedure Guidelines***

In addition to the above, when drafting Administrative Procedures, the following standard guidelines should be applied:

- Use Calibri 12 point font, which is ADA accessible.
- Any reference to “the College” should be made with a capital “C”.
- Spell out a title in its entirety for the initial reference, with the applicable acronym directly following in parentheses (e.g. “Vice President of Instruction (VPI)”).
  - Subsequent references to this title within the same document must then be labeled using only the acronym (e.g. “VPI”).
  - If there are no subsequent references within the document, do not include the acronym after the lone reference.
- Reference Policies as either “XX (LEGAL)” or “XX (LOCAL)” to clearly distinguish which

Policy the Administrative Procedure is supporting. This also follows the TASB format of capitalizing “LEGAL” and “LOCAL” as it relates to Policies.

- Include page numbering to appear in the bottom, middle section of the document.

**Date Prepared:** 6-9-21 (BAM)

**Revised Date:**

**Template**

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
WCJC Title:	Section:	Page(s):
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
Policy Title:	Policy:	
Subtitle:	Date Adopted:	

**Purpose**

**Procedure**

**Date Prepared:**

**Revised Date:**

**EXAMPLE**

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
WCJC Title: <b>Graduation (EGC)</b>	Section E: <b>Instruction</b>	Page(s): 2
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
Policy Title: <b>Academic Achievement</b>	Policy: <b>EGC (LOCAL)</b>	
Subtitle: <b>Graduation</b>	Date Adopted: 8-01-20	

**Purpose**

The College shall determine graduation requirements in accordance with requirements established by state law.

**Procedure**

*Graduation Requirements*

Wharton County Junior College (WCJC) will award degrees three times per year: August, December, and May.

Students are responsible for familiarizing themselves with the detailed requirements of their chosen degrees and for preparing themselves to meet those requirements.

- All program course requirements must be completed, either through successful course completion or approved course substitution.
- Candidates must complete at least 25% of their semester hours at WCJC.
- A grade point average (GPA) of 2.0 must be earned, both in the program area and as an overall cumulative for all degrees and level-two certificates.
- Texas Success Initiative requirements must be met if pursuing an obligated degree or certificate.
- All outstanding financial obligations to the college must be met.

*Graduation Application*

A student who is a candidate for graduation must complete an online application to be eligible for graduation. For more information, please refer to the WCJC Graduation webpage at <http://www.wcjc.edu/Admissions/admissions-and-registration/graduation.aspx>.

### *Commencement Ceremony*

WCJC will hold commencement ceremonies following the end of each spring semester to recognize students who have completed all graduation requirements. Approval for a student to participate in a commencement ceremony is contingent upon the satisfactory completion of all degree requirements and having no outstanding financial obligations to the college. Students receiving certificates do not participate in commencement ceremonies.

Students are only eligible to participate in commencement if they complete all degree requirements in the same semester they apply to graduate or in the previous fall or summer semester.

**Date Prepared:** 9-18-20 (AAA)

**Revised Date:**