

**Title:** Introduction  
**Code:** I-000-005  
**Date:** I-15-01rev  
**Approved:** WPL

---

## **Purpose and Scope**

The BOSTON COLLEGE POLICIES AND PROCEDURES MANUAL (BCP&PM) provides the University community with a written record of approved and current administrative, academic administrative, operational, financial, and business policies and procedures. Although the BCP&PM was established primarily to guide and assist administrators in performing their assigned functions, many policies in the manual have wide applicability -- they affect both academic and administrative areas, all employees, and the activities of the University as they relate to students, alumni, the community, and the general public.

The BCP&PM includes only those policies and procedures that are generally applicable to more than one department or organizational unit of the University. Matters that pertain only to the internal procedures of a given department or organizational unit are not considered within the scope of the manual and are therefore omitted.

The BCP&PM is published in electronic format, and may be accessed on the Boston College web site. For detailed information regarding the University's policies and procedures system, please see policy [I-125-001](#), Policies and Procedures System. Administrators are to become familiar with that policy, and with their assigned responsibilities for evolving new and revised policies and procedures.

## **Definitions**

**Policies** are written expressions of management philosophy and direction, established to provide guidance and assistance to administrators and other members of the Boston College community in the conduct of University affairs. The President, as chief administrative officer of the University, may issue policy statements on various matters. Such statements are to be consistent with policies adopted by the Board of Trustees of the University and are to be within the limits established by the Board. In the same manner, policies established by other officers to guide the affairs of their particular areas of responsibility are to conform to the policies of the President and of the Board of Trustees.

**Procedures** are statements that prescribe specific actions to be taken to conform with established general policies, and allow for the orderly implementation of those policies.

## **Responsibility**

Overall responsibility for the preparation and maintenance of the BCP&PM is assigned to the General Counsel. This responsibility has been delegated to the Director of the Office of University Policies and Procedures. Although that office assists in evolving, approving, and disseminating new and revised policies and procedures, key administrators are responsible for identifying areas of operation within their departments or organizational units that are in need of new or revised policy guidance or procedural changes; for recommending appropriate policy statements and procedures; for participating in the development of those policies and procedures; and for assuring adherence to approved policies and procedures within their areas of organizational responsibility. In addition, each is responsible for the dissemination of all pertinent policy information to appropriate personnel in his or her area.

## **Organization of Manual**

The BCP&PM is comprised of individual sections, each covering a separate, distinct subject or activity (e.g., Employment Practices, Purchasing). Each individual section is classified into one of several major areas. These major areas generally correspond to the organizational structure of the University and include: General University, University Relations, Student Affairs, Faculty and Academic Affairs, Financial and Business Affairs, and Human Resources.

Material in the manual is classified and coded to permit detailed identification of specific policies and procedures and to facilitate reference and information retrieval. Generally, the first digit of the seven-digit code identifies the major organizational area of the University, the next three digits the individual department or section, and the final three digits the policy and procedure number. New code numbers are assigned by the Office of University Policies and Procedures.

Material in the manual is referenced through use of the Table of Contents or through use of the general alphabetical index by subject matter.

---

Posted: May 3, 2001

Update: October 3, 2003

---