**Definitions:**

**Policies**: are written expressions of the college philosophy, established to provide direction to employees and other members of the WVC community in the conduct of college affairs.

**Alternate Policy Definition**: College policies are pre-decisions made by appropriate leadership for the purpose of giving information and direction. Policies establish basic philosophies and climate and determine the major values upon which the college functions must operate.

**Procedures**: are the prescribed means of accomplishing policy. Their intent is to provide the college community with the guidelines and, where appropriate, the specific action sequences to ensure uniformity, compliance and control of all policy related activities

**Alternate Procedures Definition**: Procedures are statements that describe specific actions to be taken to conform with established general policies, and allow for the orderly implementation of these policies.