PURPOSE OF THIS ADMINISTRATIVE POLICY MANUAL

Landmark College, in the interest of providing a policy reference source for administrators and other employees, has set forth in this Manual a series of current summarizations of major College policies by department. This Handbook should be used solely to provide guidance regarding the provisions of the major policies of Landmark College.

This Administrative Policy Manual does not include all of the current policies of Landmark College and the majority of the policies it does contain are presented as summaries. Additional details concerning policies stated herein can/may be found in the respective administrative and academic departments of Landmark College. In addition, some departments may have other operational policies that apply solely to that department and that are not represented in this Manual. It must be emphasized that the policies presented in this Manual have been developed to assist in day-to-day activities and provide general guidelines to follow, but are not intended to be a substitute for the good judgment and discretion of Landmark College administration.

Landmark College policy is regularly researched, reviewed, and maintained. This Administrative Policy Manual will be reviewed and updated annually by the President’s Council Policy Development Committee. The College President and the Board of Trustees have final authority for all Landmark College policies. The policies set forth in this Manual do not constitute an employment contract between the College and any employee and this Manual does not create contractual obligations of any kind.

The College reserves the unilateral right to change, revise, or eliminate any policies described in this Manual. The policy descriptions in this Manual supersede all previous policy descriptions published in prior editions of the Administrative Policy Manual. Nothing in this Manual shall limit the College from carrying out the high standards of its historic mission, the effective operation of College business, and the implementation of prudent managerial judgment.