

HARTNELL COMMUNITY COLLEGE DISTRICT  
COLLEGE POLICIES AND PROCEDURES ASSESSMENT

Use Steps 1 – 6 to evaluate policies and procedures

**1**




**AUDIENCE**

Who is this for?

- Students?
- Employees?

**2**



**PURPOSE**

What is this doing or what is this supposed to be doing?


**3**



**ADVERSE IMPACT**

Consider who might NOT benefit from this.


**4**



**EQUITABLE IMPACT**

Consider who might benefit from this or who has already benefited from this.

**5**



**REQUIREMENT**

Is the District required to have this?  
(ACCJC, CCCCO, Legislation)

**6**



**RECOMMENDATION**

- (1) Keep?
  - (a) Can it be more accessible?
  - (b) Should it live elsewhere?
- (2) Change?
  - (a) Repeat steps 1 – 6.

## Hartnell CCD

Name of Policy or Procedure	Step 1: Audience <i>Who is this for?</i>	Step 2: Purpose <i>What is this doing?</i>	Step 3: Adverse Impact <i>Who is this NOT benefiting? Explain why.</i>	Step 4: Equitable Impact <i>Who is this (has it) benefit(ing/ed)? Explain why.</i>	Step 5: Requirement <i>Does a governing body require the policy/procedure?</i>	Step 6: Recommendation <i>Keep? If there are accessibility issues specify. Change? Repeat steps 1 - 6, add new line, specify line #.</i>
	Students Employees				Yes Required by: No	Keep Specify: Change Repeat steps 1 -6. Line #
	Students Employees				Yes Required by: No	Keep Specify: Change Repeat steps 1 -6. Line #
	Students Employees				Yes Required by: No	Keep Specify: Change Repeat steps 1 -6. Line #
	Students Employees				Yes Required by: No	Keep Specify: Change Repeat steps 1 -6. Line #
	Students Employees				Yes Required by: No	Keep Specify: Change Repeat steps 1 -6. Line #
	Students Employees				Yes Required by: No	Keep Specify: Change Repeat steps 1 -6. Line #
	Students Employees				Yes Required by: No	Keep Specify: Change Repeat steps 1 -6. Line #
	Students Employees				Yes Required by: No	Keep Specify: Change Repeat steps 1 -6. Line #

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