

## **Process for Developing or Revising Academic Policies**

November 17, 2010; APC note with C1-2, August 20, 2016; revised March 2017

- I. Policy need is identified by faculty, dean, or provost.
- II. Draft is prepared by initiator, with accompanying cover sheet and information.
- III. Policy Coordinator in the Office of the Provost reviews for completeness and to determine appropriate flow, depending on the policy impact and level of review necessary.
- IV. Provost or designee to share policy with Executive Committee of UFS, the associate deans and registrar, and, as appropriate, President's Executive Team for comments.
- V. Draft is presented for review and, as appropriate, approval:
  - A. School/College faculty bodies affected by policy.
  - B. Provost for comments, but not official approval. Could send back to initiator with comments/recommendations. May also begin discussion with the Office of the Attorney General. The provost's office facilitates review process and transmits for approval as necessary.
  - C. UFS for comments /approval (through the Academic Policy Committee [APC])
    - (1) Depending on scope, may go to all senates for review and comments
    - (2) Policy posted on the web for comment (for at least 10 calendar days) if the policy impacts more than one school or if students should have an opportunity to comment. Policy may be revised by provost's office based on comments or may be returned to originator or APC for further discussion.
    - (3) UFS for vote or information, as appropriate. If voted on and not approved by UFS, goes back to the initiating group with comments or recommendations.
    - (4) If approved, goes to the provost for further review and potential approval.
  - D. Provost office will seek AG's input and will discuss any suggestions with initiator to determine whether the policy needs to be returned to previous reviewers.
    - (1) If substantive changes are necessary, it will be returned to previous reviewers to consider.
    - (2) If no substantive changes are necessary, the provost will approve with changes.
  - E. AG's official approval as necessary.
  - F. President as appropriate.
  - G. Chancellor when mandated by USM or State policy.
- VI. Full approved policy is posted to Policy Guide and/or academic catalog(s).
- VII. Notifications are sent as appropriate.