Academic Affairs Policies & Procedures

**Existing Policies - key word search**

**How to revise an existing policy or propose a new policy**

Members of the campus community may propose new policies for the Academic Affairs Division or revisions to existing policies by using the process outlined below. which is outlined here:

1. **A new Policy or a revision to an Existing Policy is proposed via E-Form**
2. **Policy Brief is presented to the Provost Council**
3. **Approval to proceed**
   - **Reject** may be re-submitted in one year
   - **Revise and re-submit**
4. **Policy Draft is sent to Provost Council**
5. **Recommendation to Provost**
6. **New Policy is enacted for a 1-year trial**
   - **Revise and re-submit**
7. **New Policy permanently enacted**

**New Policy 1-Year Review**

**New Policy is enacted for a 1-year trial**

**Recommendation to Provost**

**Policy Draft to Provost Council**

**Approval to proceed**

**Provost Council**
- Reviews and recommends to the Provost

**Provost**
- Approves and enacts Policies

**Requestor**
- A member of the Campus Community

**Responsible Officer**
- Drafts and administers the Policy