

Accessing and Editing Policies:

1. Word documents are stored in the Policies folder on the J drive. Simply use this folder to access your policy, but do not make any changes to the original documents.
2. Put the policy into the policy template (available in the google drive resources folder).
3. Enable the track changes feature in Word, then make your edits to the policy.
4. Submit a clean copy of the policy and a copy with the changes tracked.
5. Complete the policy submission sheet (available in the google drive resources folder) to submit with the policy.

Individuals or departments who would like to create a policy, or make revisions to an existing policy, need to submit a draft to their Responsible Officer. The Responsible Officer for the department wishing to issue the policy will forward a draft policy to the Policy Council staff for review by the Council. Proposed policies will be posted online for a seven-day review period so that any campus constituent--and the public--can voice suggestions and concerns. After the review period is over, the Responsible Officer will consider the feedback and provide a revised copy of the policy (if they choose to implement changes) to the Policy Council Chair or designee in order to coordinate with the President for final approval.

Instructions for proposing a new policy, revisions to an existing policy, or repealing a policy:

1. Responsible Officer discusses policy draft with major relevant constituents.
2. Responsible Officer forwards policy draft to the Policy Council (through the Policy Council staff) with appropriate rationale.
3. The Policy Council will provide feedback.
4. The policy will be posted online for a seven day review period.
5. The policy will be forwarded to the President for final approval.

All University Policies must be created in the university policy template. Policies that are not created in this template, or that do not abide by the template instructions, will not be considered.