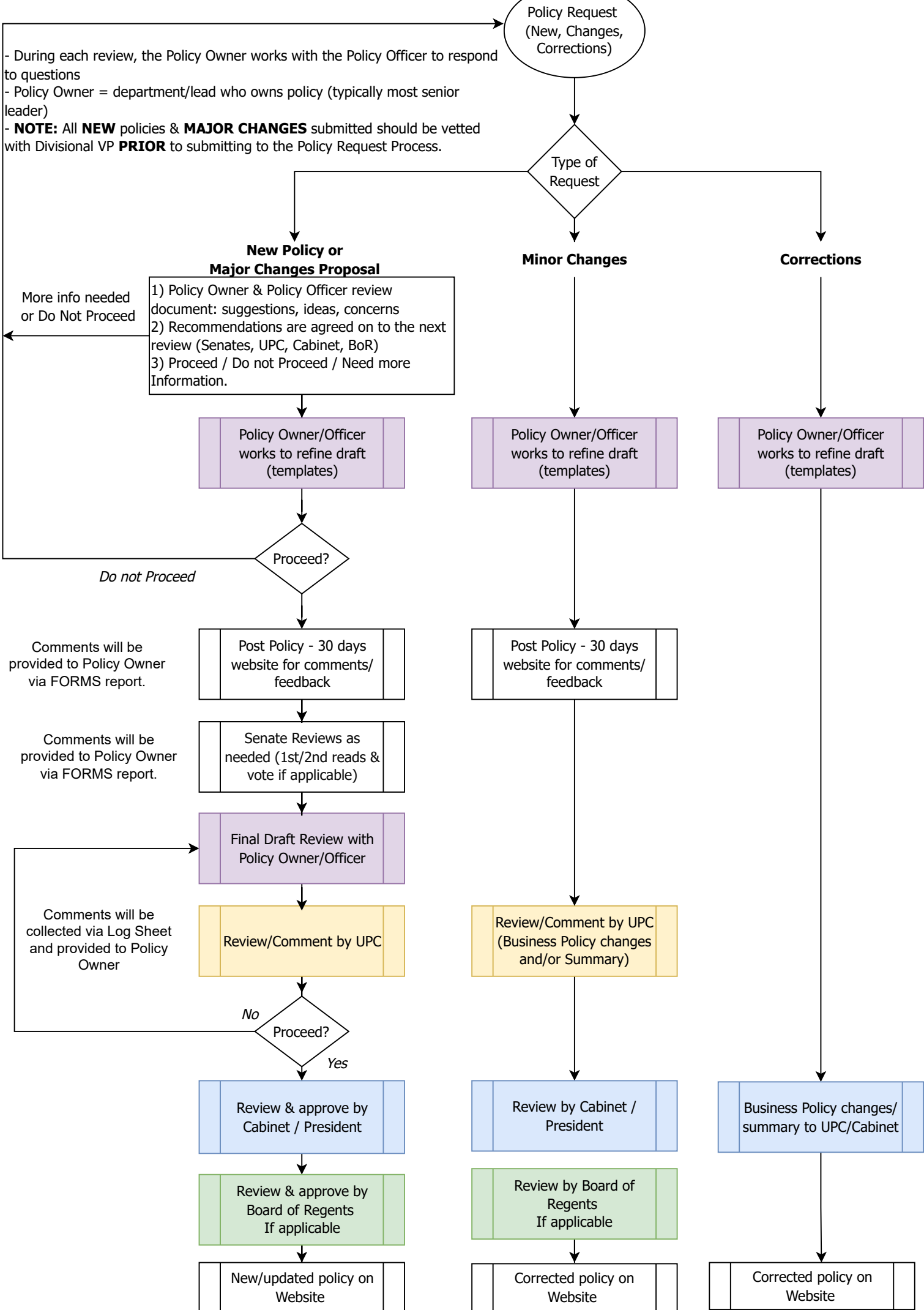


POLICY REQUEST & APPROVAL FLOW



DEFINITIONS:

Corrections – does not alter the intent and/or scope of the policy

- Correcting mistakes; i.e. grammar,
- punctuation, misspelled words, etc.
- Updating organizational names, individual titles, items listed in the resources section, and contact information
- Corrections for broken links,
- Typographical errors, and formatting issues

Minor Changes – does not alter the intent/scope of the policy

- Clarifying statements or terms
- Non-substantial changes are routine, minor changes that do not alter the meaning or scope of the policy; i.e. current procedural change, titles, organizations, etc.
- Minor revisions would indicate where small changes have been made to the document such as adding a small part to the initial policy, or where changes have been made that do not require further approval. May also include clarifying language.

Major Changes – does alter the intent/scope of the policy

- Substantial changes that alter the meaning, intent or scope of the policy.
- A major change in higher education policy is a fundamental reshaping of the ends and means, not incremental or fine-tuning.

New Policy

- A policy is a set of official agreements or plans that the governing body of a higher education organization usually adopts.
- Policies provide the framework for an institution to function and can be created to meet federal and state laws and regulations. They can include: What is important, Why the policy is required, and Who is responsible for execution.
- Effective policies answer questions about what employees do (such as directions, limits, principles, and decision-making guidance) and why they do it.

Procedures – Standard Operating Procedures (SOP)

- Procedures focus on the steps you must take to ensure compliance while policies just outline the overall organizational rules.
- A procedure is a description of the operational processes necessary to implement the policy.