

## **University Policy Committee Approval Process**

1. Requestor completes
  - a. Checklist Document and
  - b. Request Form
2. SACSCOC Accreditation Liaison reviews request
  - a. Approves if prior SACSCOC approval is not necessary
  - b. Disapproves until SACSCOC approval is obtained
3. Approved forms submitted to the Committee
  - a. Independent review of Checklist document, rationale, and Request form
  - b. Request additional information, if necessary
  - c. Decide on meeting
  - d. Approve or disapprove
4. If approved, Requestor obtains remaining signatures.
  - a. The Request Form is returned to the Committee
    - i. New policy is published.
    - ii. Committee documents full approval in next meeting's minutes
5. If not approved, Committee makes recommendation(s) to Requestor.