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| <u>ADMINISTRATIVE POLICY</u>  ADAMS STATE COLLEGE | POLICY NUMBER: 100-01 | PAGE NUMBER Page 1 of 5 |
| | CHAPTER: Academic Affairs | |
| | SUBJECT: Academic Policy Process | |
| RELATED POLICIES: OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs | EFFECTIVE DATE: Adopted February 2007 | |
| | SUPERSESION: TBD | |
| |  Dr. David Svaldi President | |

Academic Policy Process – Undergraduate Students

I. POLICY

It is the policy of Adams State College (ASC) to govern the development and distribution of ASC academic policies. The chief academic officer or designee, in collaboration with the Academic Council, shall develop and maintain an academic operations manual(s) or website(s) that includes policies, procedures, rules, and regulations of ASC that is accessible to all employees and the public.

ASC shall ensure that new or revised academic policies and procedures are made available to designated staff, the public, volunteers, and students prior to implementation.

II. PURPOSE

The purpose of this policy is to provide guidelines for the development, maintenance, and accessibility of ASC academic policies.

III. DEFINITIONS

- A. Academic Council: The Academic Council is comprised of the department chairs from each of the academic areas, the director of the graduate school, and the provost. The Academic Council meets periodically to advise the CAO on academic policy and discuss issues related to academics.
- B. Academic Department Chair: The person responsible for the daily operations of an academic department and the delivery of its academic program(s).
- C. Academic Department/Office: A distinctive academic unit responsible for aspects of program delivery for a designated discipline (or disciplines), as designated by the provost.
- D. Administrative Head: The person responsible for the daily operational activities for an academic department, center, division, office, or unit within the ASC organization.
- E. Academic Policy: A document used to provide specific or general guidelines for ASC policies.
- F. Academic Policy Coordinator: The provost, or designee, will act as the academic policy coordinator. The academic policy coordinator or designee is the official custodian of all academic policies. Additional duties include the coordination and posting of academic policies and directives for public access, scheduling policies for Academic Council review, and updating policies for Internet access.
- G. Academic Policy Index: An academic policy index found on ASC's web site under the "Academic Policies" heading that provides users with the current status of each policy, to include the number identifier, subject

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area, effective date, review date, OPR (office of primary responsibility), pages, and number of attachments. The index is not policy but an information tool updated upon revision of any policy.

- H. Academic Policy Review Process: A process used to assure annual review, update of effective dates, documentation, and posting of the College's academic policies. The review process shall be used for the review of all policies noted in the policy index and changes to effective dates for those policies that require revision.
- I. Chief Academic Officer: The Provost will act as the Chief Academic Officer and will be the person responsible for all daily operational activities related to academics and academic programs offered by ASC.
- J. Glossary of Terms: A compilation of standardized definitions used in academic policies.
- K. Office of Primary Responsibility (OPR): Designated operational units of ASC who are assigned the task of developing, writing, reviewing, formatting, and revising academic policies. Designations for the OPRs are listed in the policy index.

IV. PROCEDURES

A. General

1. Policies shall be in the form of academic policies, and directives by the provost and/or president.
2. All policies are guidelines only; therefore they are exempt under Title 24 of the Colorado Revised Statutes unless specifically stated in a policy that it is subject to a public hearing.
3. Upon a change of a provost or president, policies will continue to remain in effect until and unless approved for change.
4. Each document in policy shall be reviewed and updated at least annually, or as required by change in organization or policy. The month of review shall be designated in the academic policy index.
5. Policy documents shall be posted in numerical order on the ASC Academic Policy Web site. An updated index shall precede the documents.
6. Historical documents of policies will be maintained by the policy coordinator.
7. Official copies of policies will only be those with the provost's signature.

B. Policy Development and Review Process

1. The following may require a change in existing policy or the development of a new policy document:
 - a. Changes in federal statutes, Colorado statutes, or a court decision affecting ASC.
 - b. The Board of Trustees, president, or provost may establish that a change in available resources, personnel, or facilities may necessitate a restructuring or reformulation of existing policy.
 - c. OPRs may request a revision of an existing policy or the formulation of a new policy.
 - d. Annual review of administrative policies.
2. Each policy document shall be assigned to an OPR for applicability to the provisions in Section IV.B of this policy.
3. OPR Review: All policies will be reviewed by the OPR for recommended revision at least annually. The policy coordinator shall request that recommended changes be submitted by the OPR to the policy coordinator at least 30 days prior to the anniversary date of the policy. All new language shall be double underlined in the draft document and all language that is to be deleted shall be noted as a strikeout. All changes shall be highlighted in yellow. Any submittal of policy revisions in software

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packages other than Word will not be accepted. If a response is not given or received by the requested date, it shall be assumed that the OPR has reviewed the policy and accepts the current policy as written.

4. **Academic Council Review:** A standing action item will be put on the Academic Council Agenda titled "Academic Policies Review". The Academic Council shall review the proposed policy recommendations submitted to the OPR as a result of one of the actions in IV.B.1. If the Academic Council agrees with the OPR recommendations, the confirmed recommendation will be forwarded to the provost for final approval. The Academic Council may make recommendations to modify the proposed policy. The Academic Council acts as an advisory body. The provost may choose to adopt or reject the recommendations of the Academic Council.
 5. **President's Approval:** All academic policies must have approval of the president prior to becoming effective.
 6. Policies that are not submitted for revisions but only require an update of the effective date will be updated by the policy coordinator with an effective date change only.
 7. Any administrative head may forward to the appropriate OPR suggestions for new or revised policies of the department/office. Participation in policy formulation or reviews may be achieved through formal requests, staff meetings, suggestion programs, or employee councils. Any staff member shall have the ability to request to have input into the development or revision of policy.
 8. Upon receipt of a final, signed policy from the president, a message will be relayed to relevant faculty and staff informing them of updates to the policy.
 9. If mandatory training is required for a newly developed policy, the policy may be finalized before staff training begins; however, implementation of the policy will not be effective until training is completed for affected staff.
- C. Deletion of Policies:
1. Policies are subject to deletion by the provost based on Academic Council discussion and recommendations.
 2. Academic policies recommended for deletion shall be submitted in the same manner as the review process for new or revised policies; however, the intent will be to determine whether the deletion of the policy will have a negative impact on any department/office.
 3. If the president approves the deletion, the policy coordinator will notify faculty, staff, and students of ASC via a message on the ASC Portal under "Academic Policies" or an attribute-based message that the policy has been deleted.
- D. Assigning Numbers to Policies: The policy coordinator shall determine the number assignment for a new policy.
- E. President's or Provost's Directive
1. The provost may issue a directive when there is an immediate need for policy change. A directive shall be issued under a cover letter from the provost.
 2. A directive is promulgated to provide specific procedures or information not delineated in a current policy.
 3. A directive may include the implementation of a new policy or an existing policy with significant changes.
 4. A directive shall be valid until it is incorporated into the affected policy, or until otherwise rescinded by the provost. If the directive is issued as a new policy, the policy shall be valid until the next review period. A directive should be disposed of once it has expired.

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5. A directive shall be made available in the same manner as a policy.
 6. A directive shall be posted in front of the corresponding policy. If a corresponding policy does not exist, the policy shall be posted in front of the appropriate chapter on the policy website.
- F. Format: All academic policies shall have a heading which includes the identification of the type of document, related policies, office of primary responsibility, policy number, pages, chapter, subject, effective date, supersession date, and signature authority. All policy documents will be broken down into eight segments as follows:
1. Policy: This section shall define the ASC's position and expectations on a given issue addressed in the document.
 2. Purpose: This section shall address "how" a particular document will implement or regulate a policy by stating what the document intends to accomplish.
 3. Definitions: This section lists specific terms and the standard definition used in the procedures section of the document. For consistency throughout all policy documents, standardized definitions shall be used by OPRs. The following guidelines shall be used in reference to definitions:
 - a. Definitions shall be listed in alphabetical order.
 - b. There shall only be one definition per term.
 - 1) The "Glossary of Terms" will be updated each time a definition is revised or created.
 4. Procedures: The main body of the document shall contain the sequence of activities necessary for policy implement. This shall include guidelines which provide specific, yet concise direction on how to implement the policy.
 5. Responsibility: This section shall specifically denote positions responsible for implementing the provisions of the document.
 6. Authority: This section shall list by title, legal or administrative references used as justification for the document. References may include the Colorado Revised Statutes, personnel rules, Trustee Policy Manual, faculty and staff handbooks, Colorado Constitution, specific court decisions, executive orders, and state or federal regulations pertaining to the subject matter of the document. .
 7. History: This section shall list the effective dates of historical policies maintained by the Office of Finance and Administration. It is intended to show the document history of a policy over a period of time.
 8. Attachments: This section shall detail any necessary attachments to the document. This may include specific ASC forms numbered appropriately to the document or attachments that are provided for informational purposes only (e.g., charts, diagrams, letters, etc.).

V. RESPONSIBILITY

- A. The provost is responsible to ensure that ASC academic policies and directives are current, compliant with all statutory requirements and case laws, and consistent with applicable standards.
- B. Each administrative head/academic department chair shall be responsible to:
 1. Review and update departmental procedures to ensure compliance with ASC policy at least annually.
 2. Ensure all staff under their supervision are made aware of all applicable ASC rules and policies.
 3. Ensure that students have access to all current policies and directives.
- C. Offices of primary responsibility (OPRs) shall be responsible for annual review, updating assigned policies and ensuring that all comments are processed and reviewed.

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- D. The policy coordinator is responsible for:
 - 1. Scheduling of the policy review process
 - 2. Providing appropriate assistance to OPRs as requested.
 - 3. Maintaining the ASC policy Web site.
- E. The president, Academic Council members, and relevant others shall be responsible for ensuring appropriate technical and managerial expertise and assistance in the development and review of policies.
- F. Employees of ASC shall adhere to all policies and directives since they are applicable to all employees of ASC departments/offices.
- G. Students are responsible for being aware of and adhering to documents which apply to them.

VI. AUTHORITY

Colorado Revised Statute 23-51-102(6)

VII. HISTORY

January 1, 2006

VIII. ATTACHEMENTS: