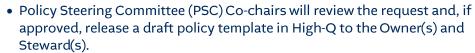
Utah Tech Policy Approval Flowchart

Initiate



 Policy Owner(s), Policy Steward(s), or University Community Member(s) may submit a Policy Request Form to revise, create, or delete University Policy and Policy Addenda. The Policy Request Form is available online via the Policy Library (utahtech.edu/policylibrary).

Draft





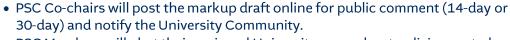
• The Owner(s)/Steward(s) will draft or revise the policy in High-Q, using *Word* markup to track changes, and notify PSC Co-chairs when the draft is complete.

Review I (Legal)



- PSC Co-chairs will consult with Owner(s)/Steward(s) on minor formatting, grammatical, and content revision recommendations.
- Office of General Counsel (OGC) will complete Review I, seeking information/clarification from Owner(s)/Steward(s) as needed.

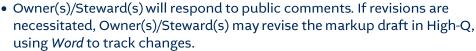
Consult





- PSC Members will alert their assigned University areas about policies posted, so impacted departments may submit public comments.
- University Community Members may submit comments to Owner(s)/Steward(s) via the Policy Library>Policies Under Review webpage.

Revise





• Owner(s)/Steward(s) may notify PSC Co-chairs and OGC when the markup draft is ready for Review II.

Review II (Legal)



- OGC will complete Review II and notify Owner(s)/Steward(s) and PSC Co-chairs about recommended edits.
- Owner(s)/Steward(s) may accept and/or respond to OGC's edits in High-Q.
- When Review II has been completed, Owner(s) will add a comment in High-Q to notify the PSC Co-chairs that the policy is ready for proofing.

Approve



- PSC Co-Chairs will release the markup draft in High-Q for University Council and/or Academic Council approval.
- If additional changes are requested by an approving body, the Owner(s)/Steward(s) may revise the policy in High-Q and notify OGC and PSC Co-Chairs that the revised draft is ready for final review (legal and proofing).
- PSC Co-chairs will then release the final markup draft in High-Q for Board of Trustees' approval.

Notify

 PSC Co-chairs will remove redlines and post the final "clean" policy online in the Policy Library (utahtech.edu/policylibrary) and notify the University Community. New/updated/deleted policy will be archived in High-Q.