



ACADEMIC AFFAIRS POLICIES:
Protocol for Development, Approval, Revision, and Rescindment

I. PURPOSE

This document provides procedural guidance for the development, approval, revision, and rescindment of Academic Affairs policies for the purpose of sound and clear institutional governance, management, and operations.

II. DEFINITIONS

Monitoring Unit: the administrative division or specific operational unit responsible for the ongoing implementation, regular periodic review, and proposed revision of a specific policy.

III. GENERAL PROCEDURES

1. The Vice Chancellor of Academic Affairs (VCAA) or their designee is responsible for managing the policy processes outlined below. A style guide is appended to ensure uniformity in the development or revision of policies.
2. Initiating a proposed new policy
 - a. Proposals for new policies shall be submitted to the VCAA for review and approval.
 - b. To aid in the policy development process, the monitoring unit shall provide (i) a summary of the proposed new policy, (ii) all pertinent supporting information including justification, and (iii) a draft of the proposed policy.
 - c. The VCAA or their designee will review and revise the draft policy as necessary, in conjunction with applicable campus experts.
 - d. Once approved, the new policy will be posted on the VCAA website.
3. Revising an existing policy
 - a. Proposals for revising existing policies shall be submitted to the VCAA for review and approval.
 - b. To aid in the policy revision process, the monitoring unit shall provide (i) a summary of the proposed changes, (ii) all pertinent supporting information including justification, and (iii) an edited / red-lined version of proposed changes to the existing policy.
 - c. The VCAA will review and revise the proposed policy revisions in conjunction with applicable campus experts.
 - d. Once approved, the revised policy will be posted on the VCAA website.
4. Rescinding a policy: In the event that a policy is recommended for rescission, the monitoring unit must provide justification for such action to the VCAA.

5. Regular Review of policies: In order to assure that Academic Affairs policies remain compliant with applicable university, state, and federal laws, rules, and regulations, and to ensure internal consistency among all LSUHSC-NO policies and guidelines Academic Affairs policies will be routinely reviewed by the applicable monitoring unit on a rotating basis every three years.
6. Final authority: The VCAA has final authority regarding approval and promulgation of Academic Affairs policies.

IV. POLICY DISCLAIMER

LSUHSC-NO takes due care to assure that Academic Affairs policies, when issued, comply with applicable controlling laws, rules, and regulations. However, changes in such laws, rules, and regulations may result in all or a portion of a policy becoming null or incorrect until a necessary revision is made. In such cases, those portions of a policy that are contrary to or in conflict with any controlling law, rule, or regulation will become invalid; to the extent that the remainder of the policy is unaffected by a change in controlling laws, rules, and/or regulations, that remaining portion of the policy will remain valid and in effect.

APPENDIX
Style and Formatting Guidelines for Academic Affairs Policies

Template for Academic Policies

- *USE font Calibri, size 11, Normal Margins*
- *The following header information is bolded, in the upper left of the document.*

NAME of POLICY

Issued: (effective date of initial approval)

Revised: (date of latest revision approval)

Reviewed: (date of last periodic review by VCAA)

Relevant Units: (i.e., academic affairs, student affairs, admissions, etc.)

I. **PURPOSE:** brief statement of the overall purpose and rationale for the policy

II. **DEFINITIONS:** terms used specifically and consistently and capitalized throughout the CM

III. **GENERAL POLICY GUIDELINES:** statements defining detailed components of the policy

IV. **PROCEDURES:** as many sections as needed to define specific instructions, processes, or procedures as required for implementation of the policy (may be presented in one section or multiple specific procedural sections as needed for clarity)

V. OPTIONAL OTHER SECTIONS, INCLUDED AND TITLED AS NEEDED

VI. **REFERENCES:** lists all cited or underlying LSU System policy, federal, state, or other laws or regulations, CMs, PMs, related school policies