USC SYSTEM POLICY APPROVAL PROCESS

New or revised policy is developed and vetted within unit

❑ *New or revised policy is drafted and fully vetted within unit.   Policy must be formatted using standard University Policy Template available at www.sc.edu/policies.*

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Responsible Officer initiates administrative review by forwarding to Provost

❑ *The Responsible Officer forwards the policy to the Provost. (A list of Responsible Officers by Division is available on www.sc.edu/policies.)*

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Internal administrative review coordinated by Provost

❑ *Provost's Office coordinates internal administrative review including distribution to the Executive Council and Council of Academic Deans as appropriate.*

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Comments sent by division to Responsible Officer

❑ *Comments are consolidated within division and forwarded by the unit head directly to the Responsible Officer. Policy is finalized by Responsible Officer.*

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Final version forwarded to the Provost

❑ *Responsible Officer forwards final version of policy to the Provost's Office.*

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Presidential approval

❑ *Provost forwards final version to the president. President approves policy and returns to Provost's Office. Provost's Office notifies Responsible Officer. Policy is forwarded to Board of Trustees when appropriate.*

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Final version uploaded to University Policies website

❑ *Provost Office uploads final version of University Policy to the USC Policies and Procedures Manual website at www.sc.edu/policies.*

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Campus-specific procedures for Senior and Regional campuses

❑ *When necessary, Senior Campus Chancellors and /or the Vice Provost for System Affairs will ensure that campus-specific procedures are developed within 90 days of the approval date of any system-wide policies. Campus-specific procedures should be forwarded to the Provost's Office for uploading to the University Policy website.*