



## Policy Office Policy Revision Guidelines

### Review of an Existing Policy

- Policy is identified for the review cycle or a governing law requires this UCCS policy to be reviewed.
- VC appoints an individual(s) to lead the Policy Review Team, called the Policy Lead(s), and any specific positions who must also join the committee.
  1. The Policy Office requests representation from campus governance groups and provides those names to the Policy Lead.
  2. The Policy Lead identifies subject matter experts for the policy review team to represent:
    - FERPA and privacy issues
    - Research Integrity
    - Fiscal compliance
    - Legal (all policies will process through the Office of University Counsel)
    - Additional subject matter experts as needed.
- The Policy Lead convenes the Policy Review Team and completes the UCCS Existing Policy Review form located on the Policy Office website. If necessary, additional members may be added to the Review Team at this time.
- The Policy Review Team determines the disposition of the existing policy and completes the appropriate form located on the Policy Office website:
  - Policy requires no substantive changes; insure policy is in the correct template.
  - Recommend the policy be rescinded.
  - Revise the existing policy through the process of redlining.
  - Request exemption from redlining and completely revise the policy.
- For Policy Revisions and Development, the Policy Lead and Policy Review Team use the guidelines, resources, and templates available on the [UCCS Policy Resources](#) page, the [CU OPE Policy Resources and Tools](#) page, and the [AP Stylebook](#), which includes updates to formatting styles, grammar, and terminology, including gender-neutral language.
- If legal was not a member of the Policy Review Team, the Lead will route the policy for review.
- Following legal review, the Lead will route the policy through the responsible VC for review.
- The Lead returns the appropriate form and an electronic version of the policy to the Policy Office. The Policy Office schedules the policy be reviewed by the Chancellor's Cabinet.
- Upon approval from the Chancellor's Cabinet:
  1. The policy office either distributes the policy for a 30-day campus review period.
    - If further changes are required, the policy office consults with the VC and the Lead.
    - If there are no comments, the policy is routed to the Chancellor for signature.
  2. Or, for polices requiring no substantive changes, the policy office routes the policy directly to the Chancellor for signature and publishes the document.