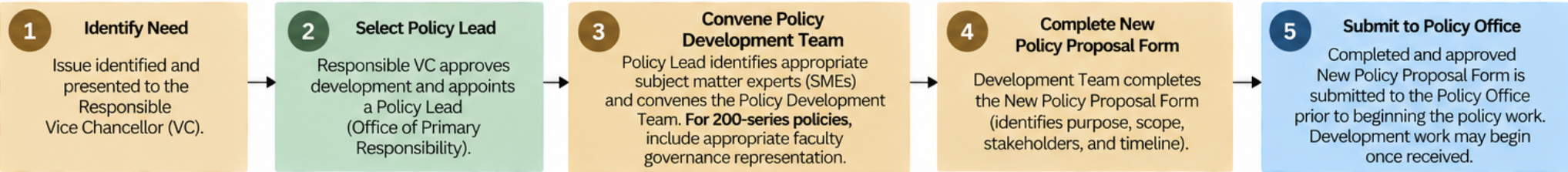




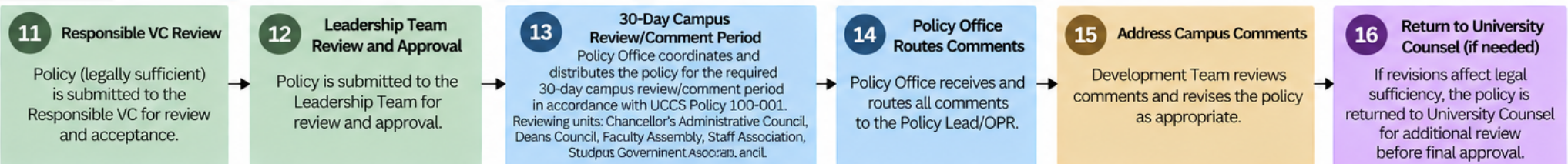
Phase 1 Initiation and Planning Identify the need, establish the development team, and submit the New Policy Proposal.



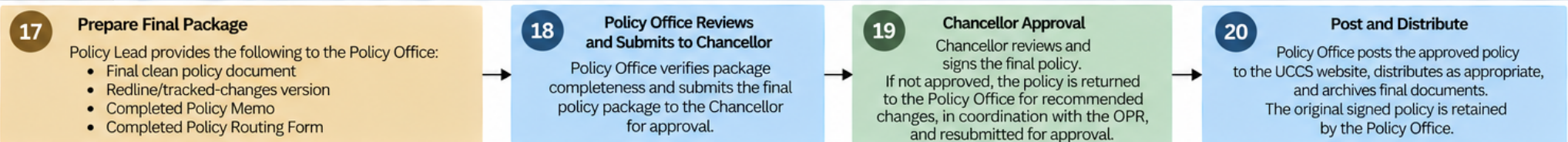
Phase 2 Policy Development and Legal Review Develop the draft policy and obtain legal review for legal sufficiency.



Phase 3 Leadership Team Review and Campus Review/Comment Obtain internal approvals and conduct the required campus review period.



Phase 4 Final Approval and Posting Complete the final package, obtain Chancellor approval, and post the approved policy.



Color Key (Primary Responsibility)

- Policy Lead / Development Team (develops, drafts, revises)
- Policy Office (process coordination, routing, communication)

- Approval / Decision Point (VC, Leadership Team, Chancellor)
- University Counsel (legal review)
- Process / Routing Step (no specific office assigned)

Key Forms and Resources

- New Policy Proposal Form
- UCCS Policy Template
- Policy Memo
- Policy Routing Form (process tracking)
- UCCS Policy 100-001
- New Policy Development Guidelines

Notes

- Process follows UCCS Policy 100-001 and the New Policy Development Guidelines.
- The Policy Office is responsible for reviewing policies for alignment with applicable Administrative Policy Statements and Regent Law and Policy (per Policy 100-001).
- The campus review/comment period provides an opportunity for feedback and advice, not an approval process.
- Only approved policies are posted to the UCCS website.