UCCS / POLICY OFFICE

Existing Policy Review Process

2026 WORKFLOW

01 Submit the proposal and organize the review

Submit signed Policy Proposal Form
Select “Existing Policy to be reviewed.” Obtain the Responsible VC signature and submit the form to the Policy Office.

Appoint the Policy Lead
The Responsible Vice Chancellor appoints the Policy Lead after the form is submitted.

Assemble the review team
The Policy Lead identifies experts and stakeholders. The Policy Office helps with governance representation.

02 Assess the policy and select a review path

The Policy Office assesses team composition. The review team examines the policy and selects one of four paths.

No substantive changes
Submit the required Policy Review Certification to the Policy Office.

Rescind policy
Submit the Request to Rescind a Policy to the Policy Office.

Revise policy
Prepare a tracked-changes copy. Continue to the revision package.

Full rewrite
Submit the redline exception form. Use tracked changes unless the exception is approved.

03 Submit the revision package and coordinate review

REQUIRED REVISION PACKAGE / REVISIONS AND FULL REWRITES

Clean draft in the UCCS Policy Template • Redline unless exempt • Policy Implementation Memo • Current Policy Routing Form

The Policy Lead formats the draft, maintains the routing form, and submits the complete package to the Policy Office.

University Counsel
Policy Office coordinates legal review. Policy Lead addresses comments.

OPR, Responsible VC, and ELT
Policy Office coordinates review by the Office of Primary Responsibility and leadership.

30-day campus review
After Executive Leadership Team approval, the Policy Office opens campus review.

04 Resolve feedback and finalize

Address campus feedback
Update the draft and routing form. Coordinate further review as needed.

Obtain Chancellor signature
Route the final package with the memo and completed routing form.

Publish approved policy
The Policy Office posts the signed policy to the UCCS policy website.

Adapted from the UCCS Existing Policy Review Guidelines and updated workflow.

Intake · Assessment · Review · Finalization