University academic policy refers to the rules and guidelines that govern various aspects of the educational process. These policies can be found in different locations such as curriculum manuals, catalogs, handbooks, and policy libraries. They often include rules related to transfer credits, graduation requirements, academic freedom, and intellectual property. The process is detailed in the [Academic Policy Enactment Policy](#).

Key steps and timeline involved in the process of adding and updating academic policies:

Proposal and Review:

- **Proposed to APC (Academic Policy Committee):** Policies are initially proposed to the APC, where they are researched, debated, and developed. Anyone can submit a request to change a policy via the [Policy Request and/or Policy Revision Form](#) 。

- **Faculty Senate Review:** Once the APC completes its work, the policy is brought to the Faculty Senate. The Faculty Senate reviews the proposal, which is subject to two readings and a vote. The Faculty Senate can request revisions and send the proposal back to the Academic Policy Committee if needed.

- **Technical Changes:** For minor technical changes, no formal vote is required. These changes only need to be announced and made accessible to the relevant parties.

Approval and Authority:

- **Faculty Senate Recommendations:** The Faculty Senate acts as a representative body of the faculty and makes recommendations to the Provost, who has the final authority on most policy decisions.

- **Provost's Role:** The Provost reviews and approves policies recommended by the Faculty Senate.

Timeline for Implementation:

- **Catalog Updates:** Policy changes must be finalized by the end of the fall semester to be included in the following year's catalog. For example, policies must be completed by December 2024 for inclusion in the 2025/2026 catalog.

- **Catalog Addendum:** Items that do not adversely affect students can be included in the catalog Addendum during the spring semester.

Other Policy Items:

- Policies not included in the catalog are managed differently. Items intended for the policy library must be presented to the President's Cabinet and, potentially, the Board of Trustees. This process depends on the meeting schedules of these bodies.