I. OBJECTIVE & PURPOSE

This policy provides a standardized policy format and outlines the steps for formulating, approving, issuing, amending, rescinding, maintaining and distributing the University’s academic policies. It also affirms the President’s role in setting the University’s academic policies in consultation with the faculty.

Nonacademic University policies are excluded from the procedures described in this document. The procedures for nonacademic policies are provided in a separate policy statement.

The procedures attached to the policy provide University faculty and academic administrators with written guidelines describing the process for formulating, approving, revising and implementing academic policies. The procedures also assure that the University community has the most convenient means of identifying and accessing the institution’s standing policies.

II. STATEMENT OF POLICY

The President, in consultation with the University faculty, has the responsibility to organize the University’s academic programs and the authority to establish policies for conducting these programs.

Academic policies should neither conflict with provisions contained in laws, rules or applicable collective bargaining agreements nor merely restate or duplicate those provisions. Where a subsequently promulgated law, rule, regulation or provision of an applicable collective bargaining agreement conflicts with an existing University policy, such law, rule, regulation or collective bargaining agreement provision shall take precedence over the policy.

Definitions. Academic policies are statements of general principle or course of action that serve to guide the University’s (a) curriculum development; (b) classroom instruction and educational enrichment programs; (c) grading and evaluation procedures; (d) admission, retention, and graduation standards and procedures; (e) faculty hiring, promotion and tenure processes; and (f) faculty assignment.

III. STATEMENT OF PROCEDURES

These procedures provide a uniform system for creating, formatting and publishing the University’s academic policies.
1. **Guidance for Writing Policies.** The University’s academic policies should be clear and succinct and free from “legalese.” These policies should neither conflict with provisions contained in laws, University Regulations, or policies adopted by the Board of Trustees or applicable collective bargaining agreements nor merely restate or duplicate those provisions.

2. **Policy Format.** Proposed policies should be written in the established University Format (see attachment). The format requires a description of the policy’s subject, objective and purpose, effective date, responsible University Division/Unit and specific authority. Forms and other materials that are intended to be an integral part of the policy should be attached to the proposed policy and routed with it for approval.

3. **Policy Origination.** Academic policies may originate through the Faculty Senate, Council of Academic Deans, a college or school, or the Office of Academic Affairs.

   a. **Faculty Senate.** The Faculty Senate’s standing and ad hoc committees may propose an academic policy, submitting it to the vote of the Faculty Senate. If passed by the Faculty Senate, this policy will be forwarded to the Provost and Vice President of Academic Affairs. The Provost will review the policy in consultation with the Council of Academic Deans. If the Provost approves the policy under consideration, the Provost will forward the policy to the University President for review and a decision.

   b. **Council of Academic Deans.** The Council Academic deans may propose an academic policy by submitting it to the Provost and Vice President of Academic Affairs. The Provost will forward such policies to the President of the Faculty Senate for review and comment. After receiving comment from the Faculty Senate if the Provost approves the policy under consideration the Provost will forward the policy to the University President for review and a decision.

   c. **School or College.** A school or college may propose an academic policy by submitting it to the Provost and Vice President of Academic Affairs. The Provost, in consultation with the Council of Academic Deans, will review policies submitted by schools and colleges. The Provost will also forward such policies to the President of the Faculty Senate for review and comment. After receiving comment from both the Council of Academic Deans and the leadership of the Faculty Senate if the Provost approves the policy under consideration the Provost will forward the policy to the University President for review and a decision.
4. **Policy Approval.** Upon submission of an academic policy, the President may approve, reject or refer a policy back to the Provost with comments or recommended revisions.

5. **Policy Manual and Coordinator.** When the President approves a policy, an electronic version of the policy will be forwarded to the University’s Policy Coordinator (Coordinator). The Coordinator is responsible for (a) assigning a policy number, (b) maintaining the official Florida A&M University Policy Manual (Manual) that will contain the hard copy original of all current University policies and (c) keeping the Manual’s web site version up to date.

6. **Revising or Rescinding a Policy.** An original policy may be amended, revised, or rescinded utilizing steps 3a, 3b, 3c, and 4 described above. Proposed amendments and revisions of policies must be routed in the following two formats: (1) a “clean copy” version showing the policy as it would appear in final form, and (2) a version highlighting the changes to the existing policy by showing proposed changes in a strike through and underlined format. Upon approval by the President, the Coordinator will remove a rescinded policy or the original version of a revised policy from the Manual and the web site and notify other manual holders. The Coordinator should retain the official hard copy original of a revised or rescinded policy in a separate location for a period of not less than five years from the date of amendment or rescission.

7. **Interim Policy.** Where an academic policy must be established in a time period too short to permit the completion of the process delineated herein, the President upon recommendation of the Provost may promulgate an interim policy that will be effective for no longer than sixty (60) days from the date of issuance. An interim policy must be clearly marked and specify its expiration date. Upon promulgation the interim policy will be forwarded to the Coordinator for handling and distribution in accordance with the procedure for new policies.