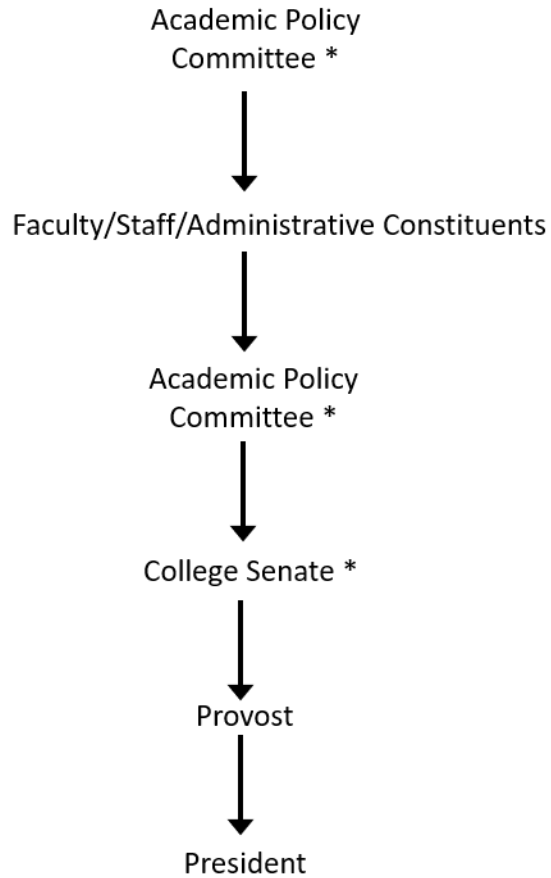


SUNY DELHI College of Technology
State University of New York
ACADEMIC POLICY COMMITTEE OF THE COLLEGE SENATE
POLICIES AND PROCEDURES FOR ACADEMIC POLICY DEVELOPMENT AND REVISION

1. The Academic Policies Manual is updated and maintained by the Provost's Office in consultation with the Academic Policy Committee of the College Senate. The Academic Policies Manual can be found on the website at [Academic Resources \(delhi.edu\)](https://delhi.edu/academic-resources).
2. To request a new policy for the Academic Policies Manual, complete the Academic Policy: New Proposal Form. To request a revision of a current policy in the Academic Policies Manual, complete the Academic Policy: Change Proposal Form. These forms can be found at [Academic Resources \(delhi.edu\)](https://delhi.edu/academic-resources).
3. The Provost, Deans, administrators, and any faculty/staff member may submit an academic policy proposal, using the forms mentioned above. The Academic Policy Committee may also initiate proposals or revisions, using the submission process as described. All forms should be submitted to the Administrative Assistant of the Provost and forwarded directly to the Academic Policy Committee, the Provost, and the Deans, for review.
4. The chair of the committee will invite the person submitting the proposal to present and discuss the proposal with the committee during a scheduled Academic Policy Committee meeting. The Academic Policy Committee will decide whether or not to proceed with a proposal.
5. After initial consideration of the proposal, the committee members will send the proposal to their areas for feedback. Representatives from the academic schools, library, and staff will gather feedback and information from their colleagues. Ex-officio non-voting members (Provost and Registrar) will gather feedback and information from the Deans and other relevant administrators.
6. After gathering feedback from colleagues, the committee will draft a proposal incorporating the feedback. If modifications to the content of the original proposal have been made, the original proposer of the policy will be invited to a future Academic Policy Committee meeting to discuss the changes before sending to College Senate.
7. The Chair of the Academic Policy Committee sends the proposal to the President of the College Senate to be voted on at the next College Senate meeting. The Chair of the committee will simultaneously notify the Provost's Office that the proposal is moving forward.
8. The College Senate President will notify the Provost's Office of the results of the vote by the College Senate. If proposals are referred back to the committee for further review, the College Senate President will notify the Provost's Office and the Chair of the Academic Policy Committee.
9. After the College Senate approves the proposal, the Provost will review the new or revised policy and forward the proposal to the President for review and subsequent action (approval or further revision, etc.)

10. After the President makes a decision on the proposal, the Provost's Office will notify the Chair of the Academic Policy Committee and the President of the College Senate. If approved, the Provost's Office will update the Academic Policies Manual.

The flowchart below summarizes how the proposal moves through the shared governance process.



*Provost is Ex-Officio of Academic Policies Committee and the Senate