Policy Development & Approval: Standard Procedure

**Phase 1: Development of Policy**

- **Policy Sponsor** identifies the need
- **Consults Subject-Matter Experts** (SMEs)
- **Completes Ad-Hoc Policy Template**
- **Completes Due Diligence**
- **Completes BCM Policy Template**
- **Locates policy examples from peer institutions**
- **Researches applicable law, regulations and standards**
- **Researches impact to BCM processes, principles and other policies**
- **Researches, develops, suggests changes, and submits to SMEs**
- **Presents draft for **APPROVAL**
- **Completes **due diligence**
- **Presents document to Policy Committee**
- **May consult Office of Risk Management**
- **May consult Office of Compliance**

**Phase 2: Formal Policy Review**

- **Academic Affairs, Student Affairs**
- **Functional Unit, School or Mission area**
- **Mission Leader**
- **Academic Council**
- **Policy Officer conveys document to next phase**

**Phase 3: Approval of Policy**

- **Board of Trustees**
- **Provost**
- **Senior VP**
- **Senior VP**
- **Education & Training**
- **Publication**
- **Routine Update**

**Phase 4: Management of Policy**

- **Office of the General Counsel**
- **Academic Affairs, Student Affairs**
- **Functional Unit, School or Mission area**
- **Mission Leader**
- **Academic Council**
- **Mission Leader**
- **Policy Officer conveys document to next phase**

**INSTITUTIONAL RISK ASSESSMENT**

- **Academic Affairs, Student Affairs**
- **Functional Unit, School or Mission area**
- **Mission Leader**
- **Academic Council**
- **Policy Officer conveys document to next phase**

**MISSION ALIGNMENT**

- **Academic Affairs, Student Affairs**
- **Functional Unit, School or Mission area**
- **Mission Leader**
- **Academic Council**
- **Policy Officer conveys document to next phase**

**MISSION ALIGNMENT**