PROCESS FOR THE REVIEW AND APPROVAL OF STUDENT POLICIES

Policy Scope

This policy applies to policies and procedures that apply to students across all UNMC colleges. These should be distinguished from procedures or guidelines from college, school, departmental, and/or University of Nebraska system-wide policies and bylaws. Each college, institute or unit will maintain program-specific policies. UNMC policies that apply to both employees and students will be reviewed, approved, and monitored through a process maintained by the Assistant Vice Chancellor for Business and Finance.

Definitions

- Definitions: Specialized terms used in the policy.
- Education Council: A standing committee of representatives from various UNMC colleges, academic units, and other relevant units or groups (e.g. Student Senate) tasked with providing guidance to the Senior Vice Chancellor for Academic Affairs.
- Education Council Student Policy Committee: A standing committee of representatives from each UNMC college tasked with policy development and oversight responsibilities. For the purposes of this policy, the Committee will serve as a resource to consult with university offices on proposed and draft policies to consider the following: whether they are necessary and aligned with institutional mission, goals, and priorities; that policies are concise, consistent in format and scope, and easy to understand; to identify constituencies and other policies that may be affected; and to make recommendations to the responsible offices. The Committee meets monthly.
- Effective Date: The date the policy first went into effect. If unknown, the effective date will be designated as the last known revised date.
- Policy Contact: The person to contact with question/issues.
- Policy Scope: Describes who is affected by a policy or needs to read it.
- Policy Statement: Describes what the policy permits or prohibits, what is required, and/or how issues will be handled.
- Procedures: The means by which the policy is carried out.
- References: Other policies or information that should be cross-referenced such as legal or regulatory information.
- Responsible Administrator(s): The highest-ranking university officer responsible for the high-level oversight of campus policies that fall within their areas of responsibility. The responsible administrator is accountable for the substance of the policy and compliance with campus policies under their jurisdiction; and delegating to and overseeing the performance of the responsible office. Depending on the scope of the subject matter, a policy may have more than one responsible administrator.
- Responsible Office(s): Unit(s) assigned by the responsible administrator and is tasked with the operational administration of a policy and its related procedures, processes, instructions, and forms.
- Revised Date: The date the policy was last approved by the Senior Vice Chancellor for Academic Affairs.
- Student Affairs Council: A standing committee of representatives from various UNMC colleges and other relevant units or groups tasked with providing guidance to the Associate Vice Chancellor for Student Success.
- Student Policy: A guiding or governing set of rules or principles, formally approved, to further the conduct of UNMC students.

Policy Statement

The UNMC Education Council has the responsibility of reviewing policies impacting students across programs, unless indicated otherwise by the Chancellor, Board of Regents, state, or federal policy. Only those policies approved in accordance with these processes will have the force of campus policy.

Policy approval is to follow a standard process designed to examine and approve each policy prior to the policy's expiration date. An interim process also exists to be used in special situations including a change in federal or state law, a significant and immediate financial opportunity, or institutional risk. Interim policies will remain in force for up to one year from the date of issuance.

Standard and Interim Policy Approval Procedures

Standard Approval Procedures

1. Responsible administrator(s) submit the draft policy to the Education Council Student Policy Committee.
2. The Education Council Student Policy Committee reviews the draft policy and gives feedback to the responsible administrator(s).
3. Responsible administrator(s) amend draft, if necessary.
4. The Education Council Student Policy Committee presents the draft policy online to University stakeholders for a 30-day notice and comment period. Stakeholders who will be notified that the draft policy is under review include members of the UNMC Student Senate, UNMC Legal Counsel, the UNMC Student Affairs Council, the UNMC Education Council, and other relevant stakeholders.
5. Responsible administrator(s) amend draft, if necessary.
6. The Education Council votes on the draft policy. If the Education Council approves the policy, it will move forward for review by the Senior Vice Chancellor for Academic Affairs. If the Education Council does not approve the policy, the responsible administrator(s) will amend the policy and resubmit it for a vote by the Education Council.
7. The Senior Vice Chancellor for Academic Affairs will approve, not approve, or make amendments to the draft policy in consultation with the responsible administrator. If the Senior Vice Chancellor does not approve, the responsible administrator(s) will amend the draft and resubmit it for approval by the Education Council.
8. Policies approved by the Senior Vice Chancellor for Academic Affairs will be published in the UNMC Academic Catalog and in other searchable, centralized online repositories as established by the University.
9. Each policy should be reviewed, at minimum, every three (3) years.

Interim Approval Procedures

1. Responsible administrator(s) submit the draft policy to the Education Council Student Policy Committee.
2. The Education Council Student Policy Committee gives feedback to the responsible administrator(s) and votes on the policy draft. If the

Education Council Student Policy Committee gives interim approval to the policy, it will move forward for review by the Education Council. If the Education Council Student Policy Committee does not approve the policy, the responsible administrator(s) will amend the policy and resubmit it for a vote by the Education Council Student Policy Committee, if applicable.

3. Responsible administrator(s) amend draft, if necessary.

4. The Education Council votes on the draft policy. If the Education Council approves the policy, it will move forward for review by the Senior Vice Chancellor for Academic Affairs. If the Education Council does not approve the policy, the responsible administrator(s) will amend the policy and resubmit it for a vote by the Education Council.

5. The Senior Vice Chancellor for Academic Affairs will approve, not approve, or make amendments to the draft policy in consultation with the responsible administrator. If the Senior Vice Chancellor does not approve, the responsible administrator(s) will amend the draft and resubmit it for approval by the Education Council.

6. Policies approved by the Senior Vice Chancellor for Academic Affairs will be published in the UNMC Academic Catalog and in other searchable, centralized online repositories as established by the University.

7. Interim policies will be in effect for one (1) year after approval by the Senior Vice Chancellor for Academic Affairs. At the conclusion of the initial one-year period, the policy must be: extended for no more than one additional year of interim approval, processed through the Standard Approval Procedure, or allowed to expire.

Student policies indicate the following in the policy:

1. Effective Date (Required)
2. Revised Date (Required)
3. Policy Review Process Applied (Required)
4. Policy Review Cycle (Required)
5. Responsible University Administrator(s) (Required)
6. Responsible University Office (Required)
7. Policy Contact and Email (Required)
8. Policy Scope (Required)
9. Policy Definitions (Optional)
10. Policy Statement (Required)
11. Procedures (Optional)
12. References (Optional)

Effective Date: 7/26/2022
Revised Date: 7/26/2022
Policy Process Applied: Standard
Policy Review Cycle: Three-Year
Responsible University Administrator: Senior Vice Chancellor for Academic Affairs
Responsible University Office: Division of Student Success
Policy Contact: Dr. Philip Covington, philip.covington@unmc.edu