LINDENWOOD
U N I V E R S I T Y

## Academic Policy Review Checklist

This checklist is a tool that will assist you in completing an academic policy review.  Please complete this form and return to the Assistant Provost for Academic Affairs.

| Item | Yes | No | N.A. |
|---|---|---|---|
| **Policy Title:** | | | |
| **Reviewer and Date:** | | | |
| Does the policy achieve its goals? (Objectives, implementation, and compliance are being achieved) | | | |
| Are the duties and assignments given to the right people? (Appropriate university delegations, authorities, and responsibilities) | | | |
| Are all hyperlinks correct and functional? | | | |
| Are the titles and names of individuals, groups, committees, related documents, legislation, forms, etc. accurate? | | | |

Summary of the Review:

____ No Changes Required
____ Delete
____ Minor Revisions (attach recommendations)
____ Major Revisions (needs to be reviewed by appropriate groups. Attach recommendations)


Initial Modification and Final Review by: _____

Recommended to be reviewed by:

____ Faculty Council
____ Deans Council
____ University Curriculum Committee
____ Provost's Cabinet
____ Other _____


Adapted from University of Central Missouri https://www.ucmo.edu/offices/general-counsel/university-policy-library/academic-policies/academic-policy-processes/policy-review-checklist.pdf

## Academic Policy Proposal and Revision Form

Academic Policies and Procedures are defined as those policies which impact academic programs and services to students and facilitate the academic and professional life of the faculty. Academic policies which come forward from the campus affect faculty and staff, have academic implications, and require approval by the Provost or the Provost's delegate before implementation. These policies are in the Lindenwood Policy Library.

Any submission of a new or proposed policy change will first go through a screening process. This process is designed to ensure that the policy is thoroughly thought out, and that it merits moving forward. Review the submission path at the end of this document for which group/person to submit this form.

| |
|---|
| Sponsor: |
| Co-Sponsor: |
| Submission date: |
| Submitted to: |

New Policy                Revision of Existing Policy

Title of Policy (if a new policy, suggested title):

Date (or catalog year) Policy will be implemented:

**CURRENT TEXT OF THE POLICY.**  This should be taken from the Lindenwood Catalog or the Policy Library. Please post a url showing the source of the policy. (Note, if a new policy write N/A)

**PROPOSED TEXT**. (if revised, please highlight changes):

**JUSTIFICATION:**
Explanation and Rationale:

Impact:  Please discuss the steps that were taken to ensure that potential issues related to academics, curriculum, financial aid, admissions, athletics, etc. were investigated and addressed.  Include attachments if more room is needed.

**TRACKING**
Collaborative Vetting Completed Date:

Vetting Outcome / Endorsement by:

| | | | |
|---|---|---|---|
| Deans' Council | Endorsed | Not Endorsed | Date |
| UCC | Endorsed | Not Endorsed | Date |

 Explanation:

| | | | |
|---|---|---|---|
| Provost | Approved | Not Approved | Date |

Communication to Campus (Date)

Policy Effective Date:

**SUBMISSION PATH**
- Cabinet members should submit the proposal to the Provost. If approved after screening, the Provost will submit the proposal to the Assistant Provost for Academic Affairs.
- Staff members must acquire a co-sponsor.  The co-sponsor must either be their supervisor or a member of the UCC.  Once sanctioned by the co-sponsor, the proposal will be forwarded to the Assistant Provost for Academic Affairs.
- Students should submit the proposal to the LSGA executive committee. If approved after screening, the LSGA executive committee will submit the proposal to the Assistant Provost for Academic Affairs.
- Individual faculty members must acquire a co-sponsor.  The co-sponsor must either be a Dean or a member of the UCC.  Once sanctioned by the co-sponsor, the proposal will be forwarded to the Assistant Provost for Academic Affairs.
- Proposals from Deans do not need to go through a screening protocol but are submitted directly to the Dean's Council.
- Proposals from university subcommittees should be submitted to their supervising committee.
- Proposals from committees other than Deans Council and the UCC should be submitted to the Assistant Provost for Academic Affairs.
- For proposals from entities that have not been addressed above, please contact the Assistant Provost for Academic Affairs for guidance.