

# Committee on Academic Policy (CAP) Process

## Policy Concept

Stakeholder develops concept and submits to Office of Academic Programs, Policy and Accreditation (APPA) for review.

## Draft Policy Document is Scheduled for CAP Meeting

CAP conducts a first review of policy concept. APPA works with stakeholder to revise document and reflect committee comments.

APPA consults General Counsel as needed. Schools socialize draft policy for input.

## Draft Policy Document is scheduled for Second Review and Possible Endorsement

CAP reviews of policy changes and either recommends approval by the provost or additional revisions. CAP may also recommend NOT to endorse a policy--with the approval of the Provost this policy will not advance to the next step of the process.

## CAP Endorses Policy Concept

APPA works with Policy Advisory Committee staff to post policy for public comment period. If there are major concerns the policy will return to CAP.

## Provost Decision

APPA forwards CAP recommendation to the Provost. The Provost may approve, deny or revise any policy concept.

## APPA Notifies CAP of Provost Decision

Schools socialize Provost's decision. Operationalize procedures as needed.