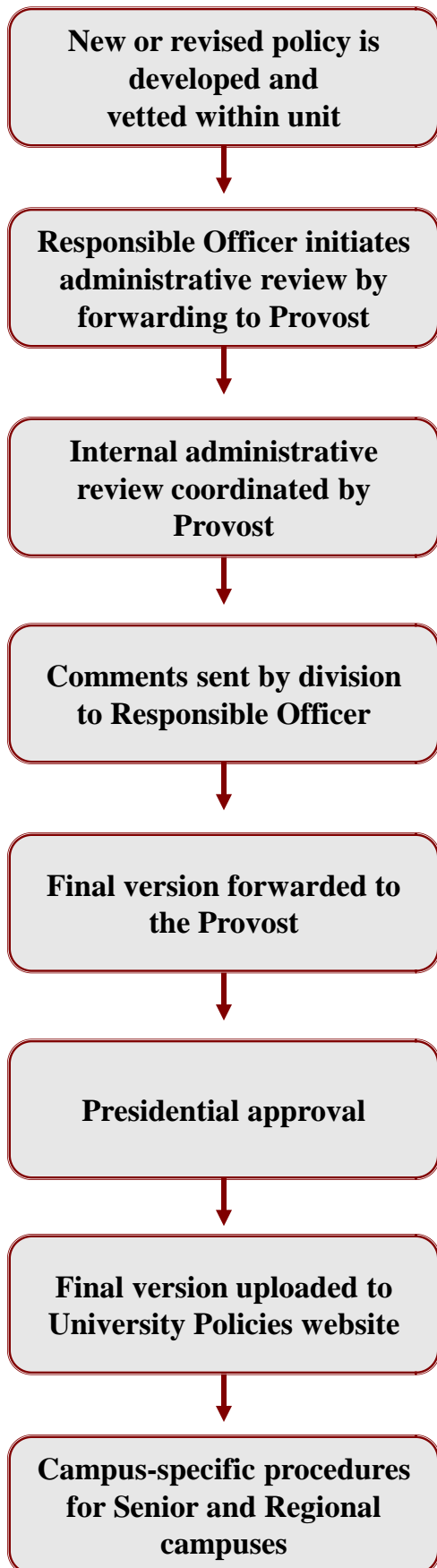


USC SYSTEM POLICY APPROVAL PROCESS



- New or revised policy is drafted and fully vetted within unit. Policy must be formatted using standard University Policy Template available at www.sc.edu/policies.*
- The Responsible Officer forwards the policy to the Provost. (A list of Responsible Officers by Division is available on www.sc.edu/policies.)*
- Provost's Office coordinates internal administrative review including distribution to the Executive Council and Council of Academic Deans as appropriate.*
- Comments are consolidated within division and forwarded by the unit head directly to the Responsible Officer. Policy is finalized by Responsible Officer.*
- Responsible Officer forwards final version of policy to the Provost's Office.*
- Provost forwards final version to the president. President approves policy and returns to Provost's Office. Provost's Office notifies Responsible Officer. Policy is forwarded to Board of Trustees when appropriate.*
- Provost Office uploads final version of University Policy to the USC Policies and Procedures Manual website at www.sc.edu/policies.*
- When necessary, Senior Campus Chancellors and /or the Vice Provost for System Affairs will ensure that campus-specific procedures are developed within 90 days of the approval date of any system-wide policies. Campus-specific procedures should be forwarded to the Provost's Office for uploading to the University Policy website.*