UTAH TECH UNIVERSITY
POLICY APPROVAL TIMELINE – JANUARY 2024

Policy Owners and Policy Stewards requesting policy changes at the Board of Trustees meeting on January 26, 2024, must adhere to the following approval timeline:

Oct 10	Deadline to submit a Policy Action Request Form	Initiate Policy Action Request Form at https://utahtech.edu/policy-inquiry. The PSC will release a policy draft template in HighQ for Owner(s)/Steward(s) to complete a markup draft.
Oct 18	Markup Policy Draft Due in HighQ	Policy Owner/Steward completes policy revision in HighQ and comments to @Policy that the policy draft is ready for Legal Review I.
Oct 25	Legal Review I	Policy reviewed by OGC. Comments sent to Policy Owner/Steward for incorporation into policy draft.
Oct 30	Public Comment Drafts Due	Policy drafts due from Policy Owner in HighQ for public comment. Comment @Policy in HighQ when ready. **30-day public comment period of November 1 – December 1**
Dec 8	Review and Respond to Public Comments	Policy Owner/Steward must review and respond to all public comments by this date. **Revise draft and comment to @Policy in HighQ by 5:00 p.m.**
Dec 21	Legal Review II	Policy reviewed by OGC. Comments sent to Policy Owner/Steward for incorporation into final draft.
Jan 4, 2024	Final Drafts Due for AC Meetings	Complete final markup drafts + all addenda and comment to @Policy in HighQ for Academic Council's meeting agenda.
Jan 9, 2024 (AM)	**University Council Meeting**	University Council votes to approve/deny policy request changes.
Jan 9, 2024 (PM)	**Academic Council (AC) Meeting**	Academic Council votes to approve/deny policy request changes.
Jan 11, 2024	Final Drafts Due for BOT Meeting Agenda	Complete final draft for Board of Trustees' meeting agenda. *If any changes were made after UC, official Policy Owner approval is required.*
Jan 18, 2024	**Policy Steering Committee Meeting**	Policy Owner/Steward presents to PSC and Board of Trustee Policy Subcommittee.
Jan 26, 2024	**Board of Trustees**	Policy Owner presents for final approval.
Feb 2, 2024	Policy Library	Approved policies posted online within the Policy Library.

All policy drafts must be submitted on the official policy template and they must adhere to Policy Writing Style Guidelines.