

# Dixie State University

## Policy Approval Timeline — April 2022



DSU Policy Owners and Policy Stewards requesting ANY policy changes on April 29, 2022 at the Board of Trustees meeting must adhere to the following approval timeline:

Dec 16, 2021	Policy Request Form + Draft Due to PSC	Complete and submit a Policy Request Form and Draft of Policy (one clean + one mark-up + all addenda) to the Policy Steering Committee at <a href="https://dixie.edu/policylibrary/">https://dixie.edu/policylibrary/</a> .
Dec 16 – 22, 2021	Initial Legal Review	Policy initially reviewed by Office of General Counsel. Comments sent to Policy Owner/Steward for incorporation into policy draft for comment period.
Jan 6	<b>Public Comment Drafts Due</b>	Email <a href="mailto:policies@dixie.edu">policies@dixie.edu</a> legally reviewed policy drafts (one clean + one mark-up + all addenda), with Policy Owner’s official approval.  <b>25-day public comment period of January 10 – February 3</b>
Feb 7	Review and Respond to Public Comments	Policy Owner/Steward must have reviewed and responded to all public comments by this date. Post-comment draft due by 5:00 p.m. on this date.
Feb 8-22	Legal Review	Policy reviewed by Office of General Counsel. Comments sent to Policy Owner/Steward for incorporation into final draft.
Feb 24	Final Drafts Due for UC Meeting	Email <a href="mailto:policies@dixie.edu">policies@dixie.edu</a> final drafts (one clean + one mark-up + all addenda), with official Policy Owner’s approval, for University Council’s meeting agenda.
<b>Mar 1</b>	<b>University Council Meeting (AM)</b>	University Council votes to approve/deny policy request changes.
<b>Mar 1</b>	<b>Academic Council Meeting (PM)</b>	If the policy is an Academic policy, AC approval is required to move forward.
Apr 8	Final Drafts Due for BOT Meeting Agenda	Email <a href="mailto:policies@dixie.edu">policies@dixie.edu</a> final drafts (one clean + one mark-up + all addenda) for Board of Trustees’ meeting agenda. <i>If any changes were made after UC, official Policy Owner approval is required.</i>
<b>Apr 21</b>	<b>Policy Steering Committee Meeting</b>	Policy Owner/Steward presents to PSC and Board of Trustee Policy Subcommittee.
<b>Apr 29</b>	<b>Board of Trustees</b>	Policy Owner presents for final approval.
May 4-6	Policy Library	Approved policies posted online within the Policy Library.

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