

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Policy Creation and Development Process- Academic Policies
FPU Policy Number: FPU-1.001AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: December 16, 2013
Date Revised:
Responsible Division/Department: Vice President Academic Affairs
Initiating Authority: General Counsel

A. APPLICABILITY/ACCOUNTABILITY:

These guidelines on academic university policies and related procedures are applicable to all members of the university community.

B. POLICY STATEMENT:

Florida Polytechnic University is governed by state and federal statutes, regulations and guidelines of the Florida Board of Governors, and university regulations. The university adopts policies and related procedures to dictate and guide the operations of the university when statutes, regulations, and guidelines do not provide specific guidance or do not offer procedures or implementation directives necessary for efficient university operations.

Policies should neither conflict with provisions contained in applicable laws or regulations, nor merely restate or duplicate those provisions. When an existing University policy conflicts with a law, Florida Board of Governors regulation, or university regulation such law or regulation shall take precedence over the University policy.

While this policy is not intended to address the University’s regulation promulgation process, care should be taken to ensure that a proposed policy does not rise to the level of a “rule” as defined in Section 120.52, Florida Statutes. Policies are not regulations if they are focused exclusively on internal management and do not affect the private interests of any person. Any questions regarding the University’s regulation promulgation process or whether a policy meets the definition of a regulation should be directed to the General Counsel’s Office.

The University Academic Policies and Procedures Manual is the official repository of academic university policies and related procedures. The Manual may be reviewed online.

C. DEFINITIONS:

1. Policy- a statement of management philosophy or practice established to provide direction and assistance to the university community in the conduct of university business or activities that directly and substantially affect multiple units, departments, or divisions with respect to their operations at the university. Policies must not conflict with statutes, regulations or guidelines applicable to the university. Policies may include related procedures.

2. Stakeholder- a person, unit, department, or division within the university community interested in the terms and operation of the policy because it directly affects their role, responsibilities, and/or operations at the university.

3. Academic Policies and Procedures Committee- (the “Academic Policies Committee”) a committee designated and appointed by the Vice President of Academic Affairs to act as the central body for making recommendations regarding the creation, updating, and management of academic university policies. The General Counsel or his or her designee will serve as an ex-officio member of the committee in a non-voting capacity.

4. University President- the current President/Chief Operating Officer of Florida Polytechnic University.

D. PROCEDURES:

1. Initiation and Approval Process

(a) The University President, Vice Presidents, the General Counsel, and representatives of the Academic Policies Committee (each an “initiating authority”) determine the need to create a new academic policy or revise or eliminate an existing policy.

(b)The initiating authority or his or her designee oversees the creation of a draft of the policy following the instructions provided below.

(c)When the initiating authority has a working draft of the new policy, he or she allows stakeholders to review the draft and provide comments. The initiating authority takes such comments into account and sends the proposed policy to the Academic Policies Committee.

(d)When the Academic Policies Committee determines that the proposed policy is acceptable, the chair of the Academic Policies Committee forwards the final draft to the Vice President of Academic Affairs.

(e)If the Vice President of Academic Affairs approves the policy, the Vice President signs the policy and forwards the policy to the University President.

(f)The University President forwards the policy to the Board of Trustees if the Board of Trustees is required by law or regulation to approve the policy.

(g)Finally, if the University President approves the policy, the University President signs the policy and the policy is assigned a number, if new, the policy is incorporated into the Academic Policies and Procedures Manual, and the policy is posted on the University’s website.

2. Instructions for Drafting University Policies

The initiating authority must submit proposed policies and related information on the policy template (see attached Form) and must include the following:

The subject/title of the policy

The university division/department responsible for the policy

The title of the initiating authority for the policy (president, vice president, general counsel, or Academic Policies and Procedures Committee—no others can initiate a policy)

Applicability or Accountability

Policy Statement

Definitions, if any are needed

Procedures, if any are needed, to implement the policy

The proposed policy may also contain the following information as necessary:

General policy or preamble summarizing policy

Background information

Related information

Related documents

Contacts

Forms

3. Maintenance of the Policies and Procedures Manual

The General Counsel’s Office will maintain the Academic Policies and Procedures Manual and post the policies on the website.

4. **Dissemination of Information about a New or Revised Policy.** An academic policy may be announced by e-mail or released in a memorandum by the initiating authority; however, the policy itself must be provided in the form signed by the University President and found in the University Academic Policies and Procedures Manual.

E. FORMS:

University Academic Policy Template (attached.)

6.17.13

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-1.001AP	
_____	_____
Initiating Authority	Date
_____	_____
Academic Policies Committee Chair	Date
_____	_____
Vice President of Academic Affairs	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	

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A. APPLICABILITY/ACCOUNTABILITY:

B. POLICY STATEMENT:

C. DEFINITIONS: [if any are necessary]

1.

D. PROCEDURES: [if any are necessary]

1.

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Academic Policy No.: _____AP	
_____	_____
Initiating Authority	Date
_____	_____
Academic Policies Committee Chair	Date
_____	_____
Vice President of Academic Affairs	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date

Form: University Academic Policy Template 1-6.17.13