

## CP001.5 Policy and Procedure Workflow

**Policy Type:** Administrative/Operations  
**Revision Date:** June 17, 2021

**Training Required:** No

### Workflow for Most Departments

#### Step 1

Using the template: Responsible Administrator (RA) drafts the policy and procedure (P&P).

#### Step 2

RA forwards the P&P draft and Routing Form to the Policy Coordinator (PC) for processing.

#### Step 3

PC reviews document to ensure that all elements are provided and reasoning / language is clear and concise.

If approved: Proceeds to Step 4.

If 6



**Step 5**

Office of Compliance forwards draft to the Legal Counsel for review.

If approved: Proceeds to Step 6.

If not approved: PC returns the draft to RA to revise and starts over with Step 2.

**Step 6**

PC forwards draft to the Academic and/or Administrative Policy Review Committee (PRC). The RA dictates which PRC needs to review and approval.

If approved: Proceeds to Step 7.

If not approved: PC returns the draft to RA to revise and starts over with Step 2.

**Step 7**