

EDINBORO UNIVERSITY OF PENNSYLVANIA

**STANDARDS FOR DEVELOPMENT, APPROVAL, AND REVIEW OF
ACADEMIC PROCEDURES-Policy No. C045**

Supersedes Policy No. C045, Dated 11/29/93

Recommended for Approval By John F. Fleischauer, Provost and Vice President for
Academic Affairs

Approved By Foster F. Diebold, President on January 20, 1995

Review Date: As Required

INTENT

In order to distinguish formally between University policies and specialized academic procedures related to the operation of instructional and support programs inherent in the mission of the University, this document establishes the authority and process for the promulgation, approval, and review of academic procedures at Edinboro University of Pennsylvania. In case of conflict between academic procedures and University policy, policy will prevail.

POLICY

Academic procedures of Edinboro University of PA will conform with applicable federal, state, and State System of Higher Education statutes, regulations, and policies. A standard format will distinguish formal procedures for clarification of status. Procedures thus promulgated will carry the authority of policy for employees and students involved in academic program operations. Examples of academic procedures may include, but are not limited to, guidelines for readmission or withdrawal from courses, review of graduation requirements and other advising functions, change of major, application for change of grade, etc. Academic procedures endorsed by the Provost and Vice President for Academic Affairs will be submitted to the President for review and comment prior to preparation for signature. As in the case of all University policies, they may be amended by the President when appropriate. Procedures which impact on or amend University policy must be reviewed and supported by the Administrative Operations Committee before submission for presidential approval.

PROCEDURE

1. Academic procedures may be proposed by any officer of the Division of Academic Affairs. Proposed procedures are to be submitted to the Assistant Vice President for Academic Administration, who will bring the proposals before the Council of Deans for recommendation to the Vice President for Academic Affairs.
2. The Council of Deans will make a recommendation on each proposed academic procedure to the Provost and Vice President for Academic Affairs. The responsibility for endorsement and implementation of academic procedures resides with the Provost and Vice President for Academic Affairs. Copies of endorsed procedures will be provided to the President for approval.
3. In accordance with Act 188 authority, procedures which would impact on or amend University policy must be taken by the Provost to the Administrative Operation Committee for support before transmitted to the President. Approved academic procedures will be published in a University Academic Procedures Manual, the master copy of which will be maintained by the Assistant Vice President for Academic Administration.
4. Academic Procedures affecting students will also generally appear in the university catalogue. The catalogue will advise students and others that procedures are subject to change without notice.
5. The Assistant Vice President for Academic Administration will bring extant academic procedures scheduled for review to the Council of Deans for action.

PROCEDURE FORMAT

1. The Academic Procedure form should be completed as follows (see addendum for sample):

Title - The title of the procedure should appear at the top of the page.

Objective - Each procedure will state the objective or purpose in a brief narrative.

Process - The Process statement should clearly explain actions required by the Procedure and how it is to be implemented.

Approved By - Procedures must bear the endorsement signature of the Provost and Vice President for Academic Affairs and the approval of the President to be valid.

Effective Date - The effective date will be the date approved by the President.

Review Date - The review date will be three calendar years beyond the effective date or another appropriate interval, as determined by the President.

attachment

EDINBORO UNIVERSITY OF PENNSYLVANIA - ACADEMIC PROCEDURE

TITLE

Objective

Process

Approved By _____ Effective Date _____

Provost and Vice President for Academic Affairs

Review Date _____