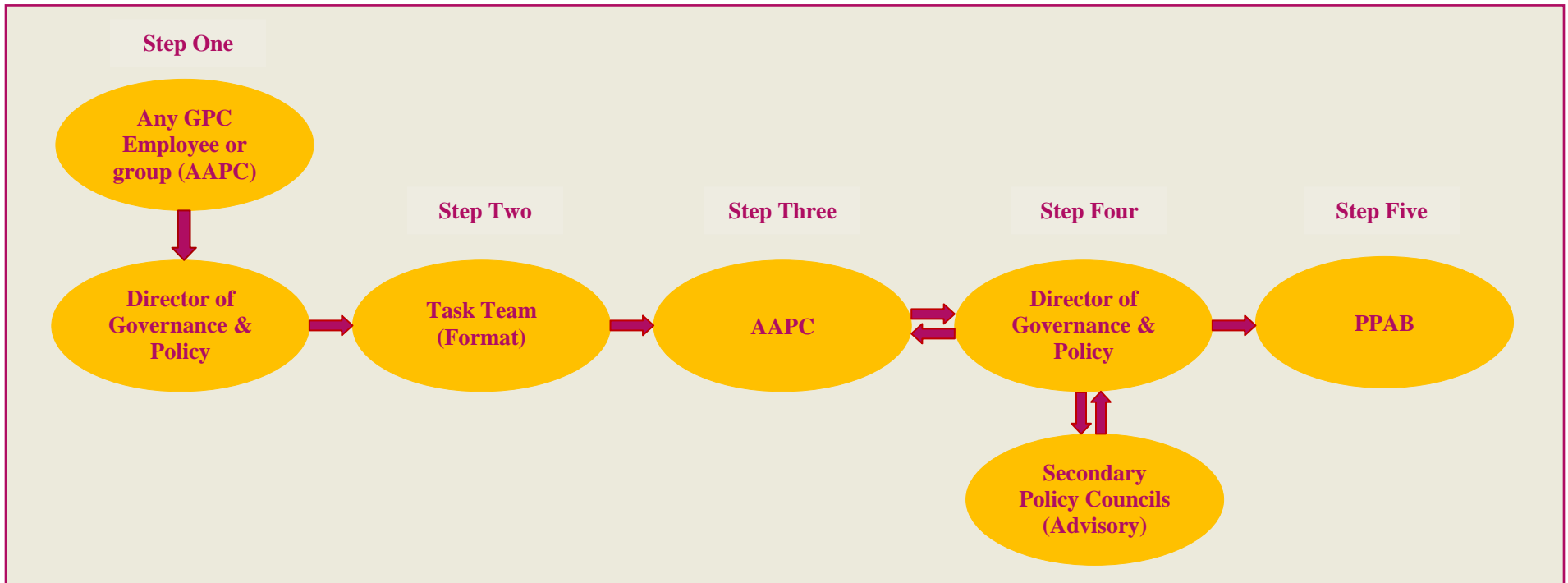


# Policy Review and Development Process

## For Academic Affairs

(The general diagram for all policy councils also applies to the AAPC.)



- Step 1. To begin the process, any individual or group may submit a request for policy revision or creation to the Director of Governance and Policy. Only policies listed on the Governance and Policy Web site <http://www.gpc.edu/governance/policiesunderreview.html> should be under review. The Director will forward policies to the VPAA and to the Chair of the AA Policy Task Team.
- Step 2. The Academic Affairs Policy Task Team will edit and format the policy using the Policy Template and the Policy Revision Guide. In the case of current policy, the Task Team verifies alignment between policy and current practice before forwarding the document to the AAPC.
- Step 3. The AAPC makes fundamental changes to the policy. The AAPC via the Task Team Chair returns the final revised policy to the Director of Governance and Policy.
- Step 4. The Director edits the document if necessary. If the document requires substantial edits, the Director will return the policy to the VPAA or to the Task Team Chair. The Director forwards the policy to the Secondary Policy Councils for comment and shares their recommendations with the VPAA.
- Step 5. The PPAB accepts, accepts with revision, or rejects the policy.