Submits Request Form to Policy Coordination Team (PCT) to amend an existing KPU Policy

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PCT seeks approval from Policy Sponsor → Review and finds no merit. Request logged

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Policy Sponsor reviews for merit, assigns Policy Developer and determines if the scope of changes will be *Significant* or *Clerical*

Clerical

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Policy Developer determines the full list of Clerical changes and submits it to the Policy Sponsor

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Policy Sponsor approves the changes

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PCT updates the Policy and the KPU Policy Website

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PCT includes the changes in the annual report to SSC Policy and Board Governance Committee

Significant

Policy (rationale) posted on KPU Policy Blog for 3 weeks (Phase One Posting)

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Info note to SSC Policy and Board Governance Committee

Significant changes required

Policy (rationale) posted on KPU Policy Blog for 3 weeks (Phase One Posting) → Policy development/ amendments and consultation, respond to Blog comments from Phase One → Draft Policy approval from Policy Sponsor and advice from PUE → Draft Policy posted on KPU Policy Blog for 3 weeks (Phase Two Posting) → Response to Blog comments from Phase Two, finalize drafts → Approval from Policy Sponsor and advice from PUE

APPROVING JURISDICTION: BOARD

Recommendation from Board Governance Committee (and other Committees if appropriate) → Approval from Board

APPROVING JURISDICTION: SENATE

Recommendation from Senate Standing Committee on Policy (and other Committees if appropriate) → Approval from Senate

APPROVING JURISDICTION: BOARD & SENATE

Recommendation from Senate → Approval from Board

APPROVING JURISDICTION: PRESIDENT

Approval from President

Amended Policy published on the KPU Policy Website

Consultation and Development

Governance Approval