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

PCT seeks approval from Policy Sponsor

Review and finds no merit. Request logged

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

Significant changes required

Significant

Clerical

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

Policy Developer conducts consultations, research and drafts the revised Procedure

Policy Sponsor approves the revised draft

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

Respond to Blog comments from Phase One, finalize draft

Advice from PUE and Approval from Policy Sponsor

Policy Sponsor approves the changes

PCT updates the Policy and the KPU Policy Website

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