

ACADEMIC POLICY REVIEW & APPROVAL FORM

Policy Name: _____

Policy Author: _____

Responsible Department: _____

- 1) **Templates for Academic Policies** are available upon request from the Office of the Provost . Please contact Andrea Coard, Academic Affairs Specialist, at acoard@neomed.edu x6398 for more information.
- *The Academic Policy **review and approval process** is illustrated on the reverse side of this document.*

- 2) Your policy draft should be reviewed by as many stakeholders who would be affected by the implementation of your policy as possible. List the **policy stakeholders** who have reviewed, edited, and/or approved the policy draft to date:

Stakeholder: _____ Date: _____

Action: _____ If other, explain: _____

Stakeholder: _____ Date: _____

Action: _____ If other, explain: _____

Stakeholder: _____ Date: _____

Action: _____ If other, explain: _____

Stakeholder: _____ Date: _____

Action: _____ If other, explain: _____

Stakeholder: _____ Date: _____

Action: _____ If other, explain: _____

- 3) The Provost has **final approval authority** for all NEOMED Academic Policies. When you have prepared a final draft, send a Microsoft Word file of your **draft policy and this Approval Form to the Office of the Provost** at provostoffice@neomed.edu.

Provost Signature of Approval: X _____ **Date: X** _____

- 4) Upon approval by the Provost, **the Office of the Provost will work with you to edit the final version of the policy** and prepare it for posting to the University Policy Portal.

For more information, contact Andrea Coard, Academic Affairs Specialist, Office of the Provost and Senior Vice President for Academic Affairs, at 330.325.6398 or acoard@neomed.edu.

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