

THE
LeMoyné-Owen
COLLEGE
 LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Academic Policies	Effective Date: February 18, 2022	Policy Number: 01-1-037
	Supersedes: Policy: Date:	Page 1 of 2
	Responsible Authority: Provost/Vice President of Academic Affairs	

- I. Purpose and statement of operational policy underlying the procedure.**
 As the College adopts policies relevant to academic operations, it is imperative that there is a document that describe the process of policy adoption and those persons or departments responsible for receiving and ensuring appropriate language, document direction, and signatures are provided.

- II. Applicability/Scope**
 This policy development and approval process applies to all that are develop in regard to the academic programs and divisional and area operations.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Division Chair or Provost/Vice President of Academic Affairs will generate policies for adoption	Policies will be submitted to the Academic Council for review, modification, approval, or denial. Submissions will be made to the Provost/Vice President of Academic Affairs	Policies may be submitted to the Academic Council at anytime during the semester. If a policy request is submitted after the final meeting of the Academic Council, the policy will held over to the next semester and addressed at the Academic Council meeting.
Provost/Vice President of Academic Affairs	The Provost/Vice President of Academic Affairs has the authority generate policy and procedure for academic programs and operations. These policies can be submitted to the Academic Council for review or modification	Policies may be developed by the Provost/Vice President of Academic Affairs at any point during the academic year.
President	The President of LeMoyne-Owen College has the authority to develop policy and procedure for academic programs and operations. These policies may be presented to the Academic Council for review or modifications	Policies may be developed by the President of LeMoyne-Owen College at any point during the academic year.

IV. Related policies/References for more information

NA

Authorizing Official: <u><i>Lisa Lang</i></u>	Authorization Date: <u><i>2.22.22</i></u>
Title: <u><i>Provost & V. P. for Academic Affairs</i></u>	