ACADEMIC POLICY REVIEW & APPROVAL FORM

Policy Name: _____

Policy Author: _____

Responsible Department: _____

☐ **1) Templates for Academic Policies** are available upon request in the Office of the Vice President for Academic Affairs (OVPAA). 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: _____

Action:_____ Date: _____

Stakeholder: _____

Action:_____ Date: _____

Stakeholder: _____

Action:_____ Date: _____

Stakeholder: _____

Action:_____ Date: _____

☐ **3)** The Vice President for Academic Affairs (VPAA) 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 OVPAA** at vpaa@neomed.edu.
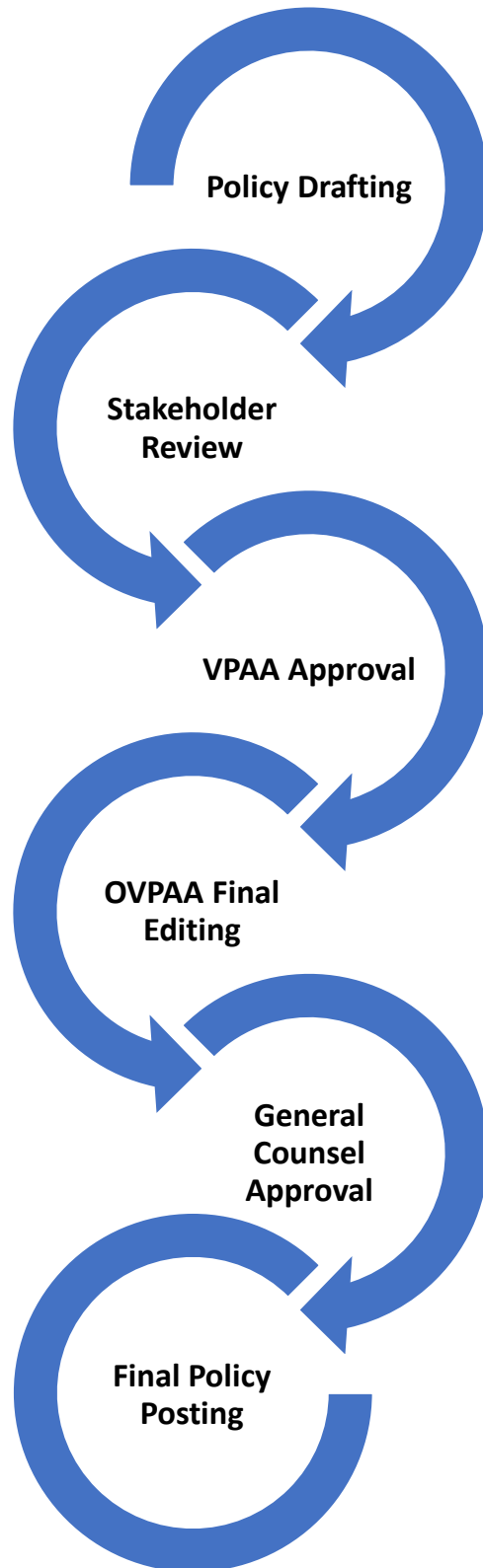
VPAA Signature of Approval: X _____

Date: X _____

☐ **4)** Upon approval by the VPAA, **the OVPAA 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 Vice President for Academic Affairs, *at 330.325.6398 or acoard@neomed.edu.*

ACADEMIC POLICY REVIEW & APPROVAL PROCESS

Policy Drafting

Stakeholder Review

VPAA Approval

OVPAA Final Editing

General Counsel Approval

Final Policy Posting

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