

UTAH TECH UNIVERSITY

POLICY APPROVAL TIMELINE – APRIL 2025



Policy Owners and Policy Stewards requesting policy changes at the Board of Trustees meeting on **April 25, 2025**, must adhere to the following approval timeline:

Jan 13	Deadline to submit Policy Request Form	Initiate Policy Request Form at https://utahtech.edu/policy-inquiry . The PSC will release a policy draft template in HighQ for Owner(s)/Steward(s) to complete a markup draft.
Jan 20	Policy draft due	Policy Owner/Steward completes policy draft in HighQ and comments to @Policy that the policy draft is ready for Legal Review I.
Jan 27	Legal Review I	Policy reviewed by OGC. Comments sent to Policy Owner/Steward for incorporation into policy draft.
Feb 3	Public Comment drafts due	Policy draft due for public comment. Comment @Policy in HighQ when ready. 30-day public comment period of February 5 – March 7, 2025
March 17	Review and respond to public comments	Policy Owner/Steward must review and respond to all public comments by this date. Revise draft and comment to @Policy in HighQ by 5:00 p.m.
March 18	Legal Review II	Policy reviewed by OGC. Comments sent to Policy Owner/Steward for incorporation into final draft.
March 27	Final draft due for Academic Council	Complete final draft + all addenda and comment to @Policy in HighQ for Academic Council's meeting agenda.
April 1	Academic Council	Academic Council votes to approve/deny policy request changes.
April 3	Final draft due for University Council	Complete final draft + all addenda and comment to @Policy in HighQ for University Council's meeting agenda.
April 8	University Council	University Council votes to approve/deny policy request changes.
April 11	Final draft due for BOT Agenda	Complete final draft + all addenda for Board of Trustees' meeting agenda. <i>If any changes were made after UC, official Policy Owner approval is required.</i>
April 17	Policy Steering Committee	Policy Owner/Steward presents to PSC and Board of Trustee Policy Subcommittee.
April 25	Board of Trustees	Policy Owner presents for final approval.
May 2	Policy Library	Approved policy posted in the Policy Library.

All policy drafts must be submitted on the official policy template, and they must adhere to Policy Writing Style Guidelines.