

UTAH TECH UNIVERSITY

POLICY APPROVAL TIMELINE – JANUARY 2025



Policy Owners and Policy Stewards requesting policy changes at the Board of Trustees meeting on **January 24, 2025**, must adhere to the following approval timeline:

Sept 16	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 draft.
Sept 23	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.
Sept 30	Legal Review I	Policy reviewed by OGC. Comments sent to Policy Owner/Steward for incorporation into policy draft.
Oct 7	Public Comment draft due	Policy draft due. Comment @Policy in HighQ when ready. 30-day public comment period of October 8 – November 7
Nov 11	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.
Nov 13	Legal Review II	Policy reviewed by OGC. Comments sent to Policy Owner/Steward for incorporation into final draft.
Nov 27	Final draft due for Academic Council	Complete final markup draft + all addenda and comment to @Policy in HighQ for Academic Council's meeting agenda.
Dec 3	Academic Council	Academic Council votes to approve/deny policy request changes.
Dec 5	Final draft due for University Council	Complete final markup draft + all addenda and comment to @Policy in HighQ for University Council's meeting agenda.
Dec 10	University Council	University Council votes to approve/deny policy request changes.
Jan 10, 2025	Final draft due for BOT Agenda	Complete final markup draft + all addenda for Board of Trustees' meeting agenda. <i>If any changes were made after UC, official Policy Owner approval is required.</i>
Jan 16, 2025	Policy Steering Committee	Policy Owner/Steward presents to PSC and Board of Trustee Policy Subcommittee.
Jan 24, 2025	Board of Trustees	Policy Owner presents for final approval.
Jan 31, 2025	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.

UTAH TECH POLICY STEERING COMMITTEE - POLICY@UTAHTECH.EDU