Electronic Development and Approval of Academic Policies (eDAAP)

**Academic Policy Development and Approval Process Overview**

- **Policy Initiation**
  - Need for a new or revised **Academic Policy** brought to senior leadership (President or Provost) -- usually via appropriate Assoc. Provost or VP -- by any member of the BU community or any academic unit, council, committee, working group, or task force.
  - President or Provost decides whether or not to move forward and assigns investigation and/or Policy drafting to the appropriate body.

- **Policy Development**
  - **Academic Policy** will be drafted by the body deemed most appropriate by the President or Provost. Typically, this would be the Undergraduate Council, Graduate Council, Research Council, UC Committee on Faculty Policies, or UC Committee on Student Policies. This group consults with schools/colleges and other units in the creation of the Policy or Policy revision. The chair of the drafting body is the sponsor of the Policy and is responsible for moving it through the approval process.

- **Approval**
  - **University Council**
    - **Vote**: approve, reject, or return to drafters for revisions
  - **President**
    - **Final Approval**
  - **Notification to the University community**

- **Other Stakeholders Identified**
  - (for comment)

- **Appropriate University Council Committee**:
  - Undergraduate Programs, Graduate Programs, Research & Scholarly Activity, Student Policies, Faculty Policies

- **Faculty Council** (for comment)

- **Provost’s Cabinet** (for comment)

- **Council of Deans** (for comment)

- **15 day comment period**
**Administrative Policy Development and Approval Process**

- **Policy Initiation**
  - Need for a new or revised *Administrative Policy* brought to senior leadership (President or Provost) -- usually via appropriate VP and academic leader, or potentially by a committee, working group, or task force.
  - President decides whether or not to move forward and assigns investigation and/or drafting to the appropriate body.

- **Policy Development**
  - *Administrative Policy* will be drafted by the individual or body deemed most appropriate by the President. This individual or group consults with schools/colleges and other units in the creation of the Policy or Policy revision. The individual or chair of the drafting body is the sponsor of the Policy and is responsible for moving it through the approval process.

  - 15 day comment period

- **Approval**
  - After consultation, sponsor of the Policy brings it forward for vote

  - *Council of Deans* and *Administrative Council*

  - Vote: approve, reject, or return to drafters for revisions

  - 15 day comment period

- **Final Approval**

- **Notification to the University community**