Process for New or Changes to the UHCC Academic Policies

Step 1:
Proposer (campus or UHCC AVPAA office) submits proposed new policy or policy modifications to Vice Chancellors for Academic Affairs (VCAA)or Vice Chancellors for Student Affairs (VCSA) for discussion.

Consultation should occur between two groups.

Step 2:
If supported, campus VCAA or VCSA or UHCC AVPAA office sends to the Associate Vice President for Academic Affairs (AVPAA) for Discussion with Vice President for Community Colleges (VPCC)

Step 3:
If supported, AVPAA Office sends proposed policy to Faculty Senate Chairs and Chancellor

Step 4:
Faculty Senate chairs discuss with campus faculty; then sends proposed policy with response(s) to campus Chancellor 's office for discussion or information

Step 5:
If supported by Chancellors, AVPAA Office sends proposed policy to VPCC for approval

Step 6:
if BOR, or other approval needed, VPCC sends to respective office

If not approved or if modified, proposed policy returned to proposer(s)

Proposer(s)

Step 7:
If approved by VPCC and/or respective office, OVPCC will notify campuses and will post on the UH Community College Policies website

Step 8:
Conduct periodic review of policy by campus and/or AVPAA Office

Step 9:
If policy needs modification, return to Step 1

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