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**SOUTH DAKOTA STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Policy and Procedure Approval  
NUMBER: 1:2

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1. Purpose

This policy and its procedures set forth the provisions applicable to initiating, amending, or rescinding a Policy or Procedure contained in the University Policy and Procedure Manual (UPPM).

2. Policy

- a. The Policy Manual Editor, upon the direction and assistance of the Office of General Counsel, shall prepare Policy and Procedure draft templates and guidelines setting forth requirements for content, organization, and format of Policies and Procedures. These will be made available as part of the online and hardcopy editions of the UPPM.
- b. University Policies and Procedures may be initiated by a senior administrator or proposed by an individual, committee, unit, department, or college and submitted to the responsible senior administrator.
- c. University Policies and Procedures will be reviewed by applicable shared governance committees where appropriate and are subject to final approval by the University President, unless otherwise delegated.
- d. University Policies and Procedures shall be reviewed for updating as set forth in the applicable Policy and Procedure, which timeframe shall not exceed five (5) years.
- e. Interim Policies
  - i. The Office of General Counsel may advise that because of legal requirements or immediate administrative necessity, a policy or procedure must be adopted or amended immediately. In this event, the Office of General Counsel may recommend to the University President that an Interim Policy or Procedure be adopted.
  - ii. Approved Interim Policies and Procedures shall be effective for an initial period of not more than six months. After the initial six-month period, the Office of General Counsel may recommend extension for additional six-month periods. A permanent Policy or Procedure, adopted in accordance with the procedures contained herein, should be approved by the University President not later than 18 months after the effective date of the Interim Policy or Procedure.

### 3. Procedures

#### a. Initiation, Review, and Approval of Policies

- i. The individual or unit proposing a Policy or Procedure will develop the proposed draft Policy and any related Procedures in the template provided by the Policy Manual Editor and will follow all applicable guidelines.
- ii. The proposing individual or unit will present the proposed draft to the senior administrator responsible for the applicable Policy and Procedure for initial consideration.
- iii. The senior administrator, at a minimum in consultation with the Office of General Counsel, will decide whether the proposal should go forward and may provide guidance, limitations, or any other advice it deems appropriate.
- iv. After completing the consulting process, the proposed Policy and any Procedures, or as applicable the amendment or rescission, shall be submitted to the Office of General Counsel and the Policy Manual Editor for full legal and editorial review.
- v. After review by the Office of General Counsel and the Policy Manual Editor, the proposed Policy, amendment, or rescission will be shared for comments and recommendations from University officials and shared governance groups. The proposed draft will also be posted online in the UPPM for full campus review and feedback for no less than one (1) week, but preferably for two (2) weeks.
- vi. Following the review period outlined in 3.a.v., the proposed draft will be submitted to the Policy Manual Editor for any additional reprocessing or for final approval.
- vii. The Policy Manual Editor will obtain approval from the University President before publishing the final Policy and any Procedures in the UPPM.

#### 4. Responsible Administrator

The General Counsel, or designee, is responsible for review of this policy and its procedures. The University President is responsible for approval of this policy and its procedures.

SOURCE: Approved by President 05/07/2013. Revised, Approved by President 02/06/2020.