KAUAʻI COMMUNITY COLLEGE
Process for New or Modifications to KCC Academic Policies

1. Purpose

To establish the process for creating new academic policies or modifying existing academic policies in alignment with and building upon KCCP 1-1 *Administration, General.*

2. Procedure

   A.   Step 1: Proposer (individual or unit) submits an idea for a policy, a proposed new policy draft, or policy requiring revisions or modifications to Faculty Senate for consideration.

   B.   Step 2: If supported, Faculty Senate will form an ad-hoc committee to research and draft the new policy, amend the proposed new policy, or revise/modify an existing policy

   C.   Step 3: Faculty Senate will discuss and vote on the proposed policy or revision based on division/unit recommendation. If not approved or if modifications are suggested, proposed policy draft will be returned to ad-hoc committee (Step 2).

   D.   Step 4: If supported, a draft of the policy will be forwarded to the College Council for discussion and approval. If not approved or if modifications are suggested, proposed policy draft will be returned to ad-hoc committee (Step 2).

   E.   Step 5: If supported, the policy draft will be forwarded to the Chancellor for approval. If not approved or if modifications are suggested, proposed policy draft will be returned to ad-hoc committee (Step 2).

   F.   Step 6: If approved, the policy will be forwarded to the appropriate office for implementation and all faculty members for notification.