



GEORGIA SOUTHWESTERN
STATE UNIVERSITY

ACADEMIC POLICY APPROVAL PROCESS

Division of Academic Affairs

Updated October 2022

GSW Academic Policy Approval Process

All proposals for new academic policies or for changes to existing academic policies must be reviewed by the Provost before submission. Proposals for new policies should include the text of the new policy and a rationale for adopting the new policy. Proposals for changing existing policies should include the text of the existing policy, the text of the revised policy, and a rationale for the policy revision.

Academic Policy Proposals (Undergraduate Only)

Proposals for new policies or revision of existing policies affecting undergraduate students are submitted to the Academic Policy Subcommittee of the faculty Committee on Academic Affairs. Academic Policy Subcommittee can send a proposal back for revision or send the proposal to the full Committee on Academic Affairs for a vote. The full Committee on Academic Affairs can request revisions to the proposal or send the approved proposal to the Faculty Senate for review. Policy proposals not approved by the Committee on Academic Affairs may be submitted to the Faculty Senate for review. The Faculty Senate can request revisions to the proposal or send the proposal to a General Faculty Meeting for a vote. The Faculty Senate can forward proposals to the General Faculty with or without its endorsement. Proposals sent to a General Faculty Meeting are subject to an up or down vote by the majority of the faculty quorum present at the meeting.

Academic Policy Proposals (Graduate Only)

Policy proposals affecting graduate students are submitted to the Committee on Graduate Affairs. The Committee on Graduate Affairs can request revisions to the proposal or send the approved proposal to the Faculty Senate for a review. Policy proposals not approved by the Committee on Graduate Affairs may be submitted to the Faculty Senate for review. The Faculty Senate can request revisions to the proposal or send the proposal to a General Faculty Meeting for a vote. The Faculty Senate can forward proposals to the General Faculty with or without its endorsement. Proposals sent to a General Faculty Meeting are subject to an up or down vote by the majority of the faculty present at the meeting.

Academic Policy Proposals (Affecting Both Undergraduates and Graduates)

Proposals that affect both undergraduate and graduate students must be approved by both the Committee on Academic Affairs and the Committee on Graduate Affairs. Once approval has been secured from both Committee on Academic Affairs or the Committee on Graduate Affairs, the proposal is sent to the Faculty Senate for review. Policy proposals not approved by the Committee on Academic Affairs or the Committee on Graduate Affairs may be submitted to the Faculty Senate for review. The Faculty Senate can request revisions to the proposal or send the approved proposal to a General Faculty Meeting for a vote. The Faculty Senate can forward proposals to the General Faculty with or without its endorsement. Proposals sent to a General Faculty Meeting are subject to an up or down vote by the majority of the faculty present at the meeting.

General Faculty Meetings occur in both fall and spring terms. Policy proposals approved during the fall General Faculty Meeting can be implemented in the following spring or fall term, although implementation in fall term is preferred. Policy proposals approved during the spring General Faculty Meeting are implemented in the following fall term.