



AC-A-01.V02: ACADEMIC POLICIES AND PROCEDURES GUIDELINES





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Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

The purpose of this policy is to establish guidelines for academic policies from initiation to implementation and/or termination.

2. POLICY DESCRIPTION

The guidelines contained in this policy reflect the way the University manages the initiation, modification, approval, implementation or termination of academic policies. The academic policies are subject to frequent review and updates by the parties carrying out the functions of initiation and approval or termination of an academic policy. Hence, this policy sets the guidelines to perform such functions and defines the parties responsible for these functions.

2.1 DEFINITIONS

- **Board of Trustees (BOT):** The Board of Trustees is the supreme authority of the University.
- **University Academic Programs and Studies Committee (UAPSC):** Appointed by the Provost with members representing the colleges and academic service units of HBKU to advise the Provost about policies, procedures and academic matters relating to undergraduate and graduate academics polices, curriculum and new programs.
- **Procedures:** Actions according to the guidelines identified by the policy.

2.2 POLICY STATEMENTS

1. Academic policies are developed under the jurisdiction of the Board of Trustees (BOT). Only academic policies endorsed by the President will be presented to the BOT for approval.
2. For reasons of urgency, interim academic policies may be developed by the Provost and approved by the President for a period of one year or until a fully developed, reviewed and approved relevant policy is available, whichever comes first. The BOT authorizes the President to approve interim academic polices, except for policies that contain:
 - Governance issues relating to duties of the BOT;
 - A change in the HBKU organizational structure;
 - A change that may impact the reputation of HBKU;
 - A change that has a substantial financial implication.
3. Responsibility for publishing and maintaining approved academic policies and procedures rests with the Office of the Provost. New approved policies must be communicated to the HBKU academic community.
4. HBKU encourages academic freedom, innovation and creativity. The intention of the policies and procedures is to ensure positive ingenuity and enterprise that fit HBKU's vision, mission and strategic objectives.
5. College Deans and Program Coordinators are responsible for identifying subject areas or procedures in need of new or revised academic policy guidance or procedural changes and for recommending any resulting policy statements and procedures.





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6. The initiation of a new policy or a modification to an existing policy or a procedure may start by any member of the academic community at HBKU. All proposals should be sent to the Chair of UAPSC who shall review the proposals then send it to the UAPSC for review and feedback.
7. Any academic policy creation and/or changes to an existing academic policy must be reviewed and endorsed by the UAPSC. The committee must consult with the stakeholders in its review of the process.
8. The Provost may approve, request additional information, request a modification or reject a policy proposal.
9. The effective date of a new or revised policy takes into account a reasonable transition period for proper implementation.
10. Any academic policy approved by the President and/or the BOT remains effective until replaced by a new or modified policy or in the event the policy is terminated.
11. All academic policies will be reviewed on a biennial basis or when a request is made by the Provost and/or the President. The UAPSC Chair shall schedule the periodic review and shall appoint committee members to conduct the periodic review. A report shall be submitted to the Provost at the start of the Fall semester or when the review is completed.
12. All policies must follow a standard template and adhere to numbering convention:
 - Prefix AC-A is designated for General Academic Policies
 - Prefix AC-U is designated for Undergraduate Academic Policies
 - Prefix AC-G is designated for Graduate Academic Policies
 - Prefix AC-F is designated for Academic Faculty Policies
13. Procedures and forms relevant to the policy are placed in a section located at the end of the policy document. For the purpose of improvements, changes may be introduced in the procedures and the forms; such changes shall be reviewed by the UAPSC and should be approved by the Provost.
14. Policies are considered effective on the day of approval from the President and/or the BOT.
15. Termination of the existing policy shall follow a process similar to that of approving a new policy such that all concerned parties are involved and provided with an opportunity to voice their opinion.

Jurisdiction of the University Academic Programs and Studies Committee

1. The UAPSC is appointed by the Provost for staggered two-year terms of its members. The membership includes:
 - Associate Provost (Chair);
 - Deans of colleges or designees;
 - One representative to be selected from research institutes;
 - Registrar, *ex-officio*;
 - Co-opted members as needed. Such additional voting members may not exceed one-third of the formal committee membership.
2. The committee meets periodically during the regular semesters at a rate of once a month unless additional/or fewer meetings are needed, as determined by the UAPSC Chair. Two-third majority composes the quorum for any committee meeting. Simple majority vote of the presented members is sufficient to pass any resolution.
3. The jurisdictional directives of the committee include:
 - Determine and define University-wide policies on the governance of academic matters, including policies and procedures on student admissions, grading, academic standing, records and registration, academic integrity, managing the thesis processes, general policy development;
 - Review and recommendations in relation to proposals to introduce new programs;
 - General program requirements;
 - Review and recommendations in relation to proposals to introduce new courses and amendments to existing courses;





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- Formulate measures for program quality control and assurance;
 - Form working groups and sub-committees as deemed necessary.
4. The Chair of the UAPSC jurisdiction directives include:
- a. Consider and advise on all matters within the jurisdiction of UAPSC;
 - b. Determine the agenda for UAPSC meetings;
 - c. Consult with the Provost on any matter at the Provost's request.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. UPDATES

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE

Procedure for proposing a new policy:

1. Members of the HBKU community may submit a proposal for a new policy, at any time and in writing, to the Chair of UAPSC.
2. The proposal should include a rationale. Unjustifiable requests may be ignored.
3. The Chair of UAPSC shall discuss the proposal with committee members. The committee shall assess the following:
 - a. Rationale
 - b. Impact
 - c. Consistency with existing policies
 - d. Compliance with HBKU governance
 - e. Need to establish interim policy

The proposal should be endorsed by the committee in order to be presented to the Provost.

The Provost may:

- a. Endorse the development of a new policy
 - b. Ask for information/modification, or
 - c. Reject the proposal
4. The decision of the Provost shall be communicated to the originator of the proposal.
 5. Following a decision to proceed, the UAPSC shall develop a policy.
 6. In the event that the new policy conflicts with existing policies, the changes must be introduced in all policies to ensure consistency. The UAPSC shall evaluate the package and follow the same steps in item 3 above. All affected policies shall be presented as a package to the Provost.
 7. The time between the initial submission and communication of a decision to the originator shall not exceed two months, excluding summer.





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Procedure for proposing a modification/termination of an existing policy:

1. The procedure followed for the initiation of a new policy shall be followed for the modification and termination of policies. However, the timeline may be extended to four months to ensure that feedback is received from all stakeholders.
2. The UAPSC shall seek input from the HBKU community to **terminate** a policy. The Chair of UAPSC shall present the feedback to the Provost. Open public meetings, coordinated by UAPSC, may be scheduled to discuss termination of a policy.

Procedure for establishing an interim policy:

1. The UAPSC Chair, in consultation with the Provost, shall determine the need for an interim policy.
2. The interim policy should be developed in as much detail as possible
3. The proposal shall include:
 - a. Rationale
 - b. Impact
 - c. Consistency with existing policies
 - d. Compliance with HBKU Governance
4. The UAPSC shall develop a policy in accordance with the new policy procedure within six months of the approved interim policy

Policy Repository

1. The Provost's Office shall establish a repository for all academic policies and ensure accessibility to the entire HBKU community.
2. All new policies shall be communicated to the entire HBKU community through reasonable means.
3. Deans and unit heads shall ensure the communication of policies to their communities.

