

**Campus Policy and Procedure
Process Guidelines**

RESCINDING POLICIES AND PROCEDURES		
STEP:	RESPONSIBLE PARTY:	ACTION:
1	Initiator	Identifies the need to rescind a policy and procedure (P&P) and requests approval from the appropriate Vice President/Provost
2	Vice President/Provost	Authorizes request
3	Initiator	Informs the Policy and Procedure Coordinator (PPC)
4	PPC	Places the P&P on the appropriate Rescission Template
5	PPC	Distributes the P&P to the Executive Council for review <ul style="list-style-type: none"> • <i>Provides a two-week review period for review and feedback</i>
6	Executive Council	Reviews and provides feedback
7	President's Chief of Staff	Places the policy on the Executive Council agenda for discussion or approval
8	President's Chief of Staff	Informs the PPC if the policy was approved
9	PPC	IF APPROVED , forwards the official document to the Office of the President for signature (<i>proceed to step 10</i>) IF NOT APPROVED , notifies the initiator and discusses next steps
10	The Office of the President	Returns the signed document to the PPC
11	PPC	Posts the policy on the Web site
12	PPC	Announces the rescinded P&P to the campus via NewsCenter