RO identifies need for policy for revision

PO discusses proposed policy changes to UPO who determines if the policy revisions are technical or substantive in nature.

Technical changes include:
- Changes to law
- Regulatory changes
- Updates to PO and/or RO details
- Updates for clarity
- Updates to bring UCOP inline

PO makes changes and submits revised policy to UPO.

UPO brings changes to PAC for approval of technical changes

If technical changes are required by law/regulation that are published immediately.

If technical changes are not required by law/regulations then revised policy is posted on UPO website for 30 day comment period.

If comments are received, UPO sends to PO for response edits. Policy is then published.

Follow process for new policies starting at STAGE 2

UPO publishes policy on online policy library and distributes to Chancellors and Campus Policy Managers.

ABBREVIATION:
- PO = Policy Owner
- RO = Responsible Office
- UPO = University Policy Office
- PAC = Policy Advisory Committee
- PSC = Policy Steering Committee
- OGC = Office of General Council

DRAFT 4/25/2016