



THE PETROLEUM INSTITUTE

Number:	PIP 3000
Effective:	December 27, 2009
Revised:	

SUBJECT: Academic Policies Review and Approvals

REFERENCE: The Petroleum Institute's Policies and Procedures

SECTION 1 PURPOSE

1.1 To establish and communicate a standard policy for the review and approval of new, additions to, revisions and discontinuation of academic policies.

SECTION 2 SCOPE AND APPLICABILITY

2.1 This policy is applicable to all undergraduate academic policies at the Petroleum Institute.

SECTION 3 DEFINITIONS

The following definitions apply to this policy:

3.1 **Academic Policies:** Any institutional policy that directly affects academic rules, regulations and operations.

SECTION 4 POLICY

4.1 All faculty, staff and students, academic and administrative programs shall adhere to proper procedures for the review and approval of new, additions to, revisions and discontinuation of academic policies.

SECTION 5 BACKGROUND OR EXCLUSIONS

5.1 To the extent that current information may conflict with this policy, the policy supersedes that information.

SECTION 6 GENERAL PROVISIONS

All academic policies must be clearly articulated and made available to the PI community at large. When appropriate, procedures should be included in these policies as an appendix.



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Academic policies must be developed, revised, or discontinued through a formal process of review and approval. A periodical review of the established academic policies is essential to ensure its validity and appropriateness to the reason it was intended.

6.1 The Academic Policies Committee (APC) is a standing committee appointed by the Provost reporting to the Academic Management Committee (AMC). The APC meets at least once a month or as new business arises.

6.1.1 Membership: The Academic Policies Committee members serve a maximum of two academic years (with the exception of the ex-officio members). There should be an overlap in membership to ensure continuity. Members include five standing faculty (representing AUP, A&S Math/Science, A&S HSS/COMM, and two from Engineering), 1 Academic Chair/Director (chair), 1 Registrar (ex-officio non-voting member), one Student Affairs (ex-officio non-voting member) and one Institutional Research and Assessment (ex-officio non-voting member).

6.1.2 Mission: The Academic Policies Committee is responsible for the review of undergraduate academic regulations at the Petroleum Institute.

6.1.3 Responsibilities: Academic Policies Committee recommends, clarifies and proposes changes for the improvement of undergraduate academic policies on institute-wide matters such as admission, retention, graduation, and dismissal requirements, etc., and other accepted matters.

6.1.4 The Academic Policies Committee shall review academic policies existing at the PI after consulting similar policies from other academic institutions, including regional and international peer institutions. The resulting research shall constitute the basis for the Academic Policies Committee's discussion and consequent recommendations.

6.2 The process of developing, revising or discontinuing an academic policy may be initiated by any of the following:

6.2.1 Students: Students may suggest, through the PI Student Council, an idea for an academic policy or an amendment for an existing academic policy. The request must be made in writing to the Provost. The Provost will forward to the Academic Policies Committee for deliberations if deemed appropriate.

6.2.2 Faculty: Faculty may suggest, through their Program Chair, a policy recommendation that would resolve an existing academic-related issue or update an existing policy. The Program Chair will forward the Provost who, in turn, will forward to the Academic Policies Committee for deliberations if deemed appropriate.



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6.2.3 Academic Management or Student Affairs: Program Chairs or other Directors may suggest a policy recommendation that is a response to an external or internal mandate, resolve an existing academic-related issue or update an existing policy. The Provost will forward to the Academic Policies Committee for deliberations if deemed appropriate.

6.2.4 Provost: The Provost may suggest a policy recommendation that is a response to an external or internal mandate, resolve an existing academic-related issue or update an existing policy. The Provost will forward to the Academic Policies Committee for deliberations.

6.3 Academic policies may be new, revised or discontinued. These are detailed as follows:

6.3.1 Introducing New Policies: The Academic Policies Committee must develop a comprehensive policy in accordance with the approved template. The APC will consult with the relevant party(ies) for input and feedback.

6.3.2 Revising Existing Policies: The Academic Policies Committee must amend the existing policy in accordance with the approved template. The revised policy must clearly identify the existing vs. proposed language to facilitate the approval process. The APC must consult with the relevant party(ies) for input and feedback.

6.3.3 Discontinuing Existing Policies: The Academic Policies Committee may recommend the discontinuation of an existing policy. The Academic policies Committee should clearly state the rationale for the recommendation to discontinue the policy. The APC must consult with the relevant party(ies) for input and feedback.

6.4 Procedures for Policy Development and Implementation: The Academic Policies Committee must follow the procedure below:

6.4.1 The Academic Policies Committee recommends a proposed policy to the Academic Management Committee for consideration. The Academic Management Committee may adopt the proposed policy, suggest minor revisions, or return it to the Academic Policies Committee for further deliberations.

6.4.2 Once the Academic Management Committee approves the proposed policy, the Chair of the Academic Policies Committee will forward the recommended policy to the Provost for approval. This must include a cover letter stating the number and name of the policy, date of Academic Management Committee approval, as well as a listing of the:

6.4.2.1 Key issues in the policy, in the case of a new policy.

6.4.2.2 Key issues added or deleted in the case of a revised policy.



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6.4.2.3 Justification for the cancelation of an existing policy.

6.4.3 The Provost may approve the recommended policy, or suggest minor revisions and return to the Academic Policies Committee for further deliberations.

6.4.4 The final academic policy is approved for implementation by the appropriate institutional body.

6.5 Implementation and Dissemination: Once an academic policy is signed by the appropriate bodies, it is ready for implementation and dissemination. The original copy of the policy is archived with the Office of the Registrar with copies forwarded to the Office of Institutional Research and Assessment and the Chair of the Academic Policies Committee. The Chair will communicate the approved policy to an appropriate distribution list for implementation as well as publication on the PI web site for publication. A list of new, revised and cancelled academic policies will be sent to the PI community for information at the end of the academic year.

SECTION 7 RESPONSIBILITIES AND PROCEDURES

7.1 The Provost shall cause the terms of this policy to be observed.

SECTION 8 CANCELLATION

8.1 None.

SECTION 9 REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular time frame to be determined by the President. Upon such review, the President may recommend to the Governing Board that the policy be amended or repealed.



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SECTION 10 SIGNATURES

Chair

Date

Provost

Date

President

Date