

**ARTICLE I: ESTABLISHMENT OF PROCEDURE FOR  
THE DEVELOPMENT OF UNIVERSITY POLICIES  
AND UNIVERSITY-WIDE POLICIES**

**Section: 1. Protocol and Process**

**Policy 1.1: Establishment of Chicago State University  
Institutional Policy Manual  
(Formerly Known as Administrative Memorandum Series)  
Issued: January 1, 2002  
Revised: September 9, 2008**

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By this memorandum, dated January 1, 2002, the Institutional Policy Manual (IPM) addressing issues related to the internal administration of Chicago State University (CSU) is established.

The Institutional Policy Manual replaces any preexisting University Policy and Procedure Manual as well as the Administrative Memorandum Series, and addresses internal procedural matters on which policies are set by the President. Policy matters requiring approval at a higher level, by the Chicago State University Board of Trustees, are issued in the Chicago State University Board of Trustees Bylaws, Governing Policies, and Regulations.

In the event any institutional policy (a) shall at any time be contrary to law; or (b) is found to be invalid by operation of law or by a decision of a tribunal of competent jurisdiction; or (c) is rendered invalid by reason of subsequently enacted legislation; or (d) if compliance with or

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**Policy 1.2: Procedure for New Policy Submissions and Recommendations**

**Issued: June 1, 2001**

**Revised: September 9, 2008**

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The purpose of this policy is to inform Chicago State University (CSU) employees and students of the protocol for submitting recommendations for policy changes, amendments, additions and/or revisions. The following protocol is required.

Only Vice Presidents and the Executive Assistant to the President at Chicago State University are authorized to submit recommendations to the President regarding institutional policy. The Request for Policy Change, Amendment, Addition and/or Revision Form, available to Vice Presidents and the Executive Assistant to the President, is the official document which initiates the protocol. Non-Vice Presidents who report directly to the President, will submit recommendations to the Executive Assistant to the President.

The process will begin upon the submission of the Request for Policy Change, Amendment, Addition and/or Revision Form by a Vice President or the Executive Assistant to the President, to the Office of the General Counsel (OGC). The deadline for the submission of requests to the Office of the General Counsel (OGC) is the first (1<sup>st</sup>) working day of each month. The OGC will then forward the submission to the President by the fifteenth (15<sup>th</sup>) of the same month. The President will review recommendations as required.

The submitting Vice President will be informed of the decision, once rendered. It is the responsibility of the submitting Vice President to notify the university community within ten (10) business days after the policy is approved.

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**Issued: June 1, 2001**

**Revised: September 18, 2008**

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The purpose of this policy is to inform Chicago State University (CSU) employees and students of the protocol for submitting recommendations for policy changes, amendments, additions and/or revisions. The following protocol is required.

Only Vice Presidents, the Office of Labor and Legal Affairs, and the Executive Assistant to the President at Chicago State University are authorized to submit recommendations to the President regarding institutional policy. The Request for Policy Change, Amendment, Addition and/or Revision Form, available to Vice Presidents, the Office of Labor and Legal Affairs, and the Executive Assistant to the President, is the official document which initiates the protocol. Non-Vice Presidents who report directly to the President, will submit recommendations to the