

**UWG PROCEDURE 1.3.1, Policy Compliance and Revisions**

**Authority: UWG POLICY 1.3 (Policy Authority)**

The University General Counsel, pursuant to the authority of UWG Policy 1.3, establishes the following procedures for compliance with UWG Policy 1.3 on Policy Authority:

**A. Definitions**

The definitions set forth in UWG Procedure 1.2.1, Formatting Policies and Procedures, apply to this Procedure.

**B. Applicable Laws**

The University of West Georgia complies with all applicable federal laws, the laws of the State of Georgia, and the policies of the University System of Georgia Board of Regents. To the extent any UWG Policy or Procedure conflicts with minimum standards of applicable Federal or State laws, or Board policy, UWG will consider the Federal, State, or Board provision as controlling for enforcement purposes.

**C. Revisions to UWG Policy and Procedures**

1. **Statutes**. Revisions to the UWG Statutes require actions by the Faculty Senate and the President, as well as approval by the Chancellor of the Board of Regents.

*Authority: UWG Statutes, Art. VI, Sect. 3, "Amendment."*

2. **Operational Policies and Procedures, Arts. I –III, Administrative Organization**. Modifications to the divisional organizational structure of the University require the approval of the UWG President with consultation from the Faculty Senate and other representatives of the University Community.

*Authority: UWG Operational Policies and Procedures, Art. I, Sect. 1(F), "Modification;" Art. II, Sect. 1(D), "Modification." Art. III, Sect. 2(D), "Modification."*

3. **Operational Policies and Procedures, Art. IV, "Faculties of the University"**. Modifications to the organization of the Faculty Senate may only be made through a vote of the General Faculty and approval by the UWG President.

*Authority: UWG Operational Policies and Procedures, Art. IV, Sect. 3, "Modification."*

4. **UWG Policy** Revisions to UWG Policy shall be approved and signed by the UWG President.

*Authority: UWG Policy 1.1, Institutional Policies*

5. **UWG Procedures** Revisions to UWG Procedures shall be written by the person designated by the President in the corresponding UWG Policy, and approved by the individual's Vice President, the President, or any authorized committee.

*Authority:* UWG Procedure 1.2.1, Formatting Policies and Procedures

6. **Handbooks, Guidelines, or Standards** Units or Departments may create handbooks, guidelines or standards that summarize or explain policy, or include additional information. The Unit or Department may establish the process for revising these publications.

**D. Compliance**

Unless stated otherwise in UWG's policies and procedures, failure to comply with any applicable law, UWG Policy, or UWG Procedure can result in a disciplinary action against employees or students. Vice Presidents are responsible for ensuring compliance within their division.

**E. Resources.**

- Higher Education Compliance Alliance Matrix, created by the National Association of College and University Attorneys (NACUA) (a summary of federal laws applicable to institutions of higher education)
- Board of Regents Policies - <http://www.usg.edu/policies/>
- University of West Georgia, Statutes (latest version approved by the Board of Regents)
- University of West Georgia, Organizational Policies and Procedures

*Issued by the University General Counsel, the 13<sup>th</sup> day of May, 2016.*



Signature, University General Counsel

Reviewed by President:



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