

Instructions on how to submit a new USC Policy or revise an existing USC Policy

**checklist available on page 2*

Step 1: Identify and confirm the need for the development of a new policy

- Review existing [USC policies](#) and consult with appropriate subject matter experts (“SME’s”) to confirm necessity of new policy

Step 2: Notify the Office of Culture, Ethics and Compliance (“OCEC”) of the policy development by completing the [Policy Assessment & Notification Form](#)

Step 3: Policy Development and Stakeholder Engagement

- Draft new policy using the [University Policy Template](#) and [Policy Writing Style Guide](#)
- Consult and inform mandatory stakeholders on policy development

Step 4: Submit Policy by completing the [Policy Submittal Form](#)

- OCEC will review the policy submission and facilitate the approval process.

New Policy Submission

Step 1: Identify and confirm the need for revising an existing policy

Step 2: Notify the Office of Culture, Ethics and Compliance (“OCEC”) by completing the [Policy Assessment & Notification Form](#)

Step 3: Policy Development and Stakeholder Engagement

- Draft revised policy using the [University Policy Template](#) and [Policy Writing Style Guide](#)
- Consult and inform mandatory stakeholders on policy revision

Step 4: Submit Policy by completing the [Policy Submittal Form](#)

- OCEC will review the policy submission and facilitate the approval process.

Policy Revision (Substantial)

Minor policy revisions that are considered administrative can be requested by completing the [Administrative Change Request Form](#)

Example of administrative changes:

- New contact details
- New position titles
- Change of dates within Policy
- Policy content transition to new [University Policy Template](#)

Policy Revision (Administrative)

[Need help? Contact the Office of Culture, Ethics and Compliance Policy Management Team](#)



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Please ensure the following have been completed before submitting a policy

- Complete and submit the preliminary [Policy Assessment & Notification Form](#).
- Consult and inform the following stakeholder groups of the new policy development or policy revision:
 - Academic Senate (if policy impacts faculty)
 - Human Resources
 - Office for Equity, Equal Opportunity, and Title IX
 - Office of Culture, Ethics, and Compliance
 - Office of General Counsel
 - Office of the Provost (if policy impacts faculty)
 - Student Affairs (if the policy impacts students)
- Inform relevant department VP's and Senior Jurisdiction Owner of the policy development and/or revision and submission
- Policy document to be submitted is final version (i.e., no unresolved comments from collaboration or redline) and is in the new [University Policy Template](#)
- Final quality check of policy document (i.e., proofread and ensure policy writing aligns with [Policy Writing Style Guide](#))

New Policy Submission & Policy Revision (Substantial)

Minor policy revisions that are considered administrative can be requested by completing the [Administrative Change Request Form](#).

- Confirm the administrative change does not impose new or revised requirements on the USC community, visitors or contractors.

Administrative changes are generally limited to template transitions to new [University Policy Template](#), new contact details, new position titles, updated links to related policy materials, and policy taxonomy changes.

Policy Revision (Administrative)

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