**Policy and Procedure Statement SS/PPS No. 01.01**

**for Student Success Issue No. 4**

**Effective Date: 04/01/2021**

**Next Review Date: 02/01/2025 (E4Y)**

**Sr. Reviewer: Executive Assistant for the Vice President for Student Success**

1. **POLICY STATEMENTS**

01.01 The Student Success policy and procedure statement (SS/PPS) system provides a standard format for communication of SS/PPSs. The system provides a means for locating and identifying SS/PPSs that provide direction to Student Success departments. It also provides a means of review and revision to assure that SS/PPSs reflect current practices.

01.02 SS/PPSs are related to the Student Success division but may also affect other parts of the university.

1. **AUTHORITY INVOKED BY STUDENT SUCCESS POLICY AND PROCEDURE STATEMENTS**

02.01 SS/PPSs are established under the general authority of the vice president for Student Success (VPSS). Further specific authority to establish policy system for the division is granted in Section 06. of [UPPS No. 01.01.01](https://policies.txstate.edu/university-policies/01-01-01.html), Policy and Procedure Statement System.

02.02 At any time a conflict should occur between a SS/PPS and policy as reflected in documents of a higher authority (i.e., federal law, state law, Texas Higher Education Coordinating Board policy, Texas State University System Rules and Regulations) the policy as outlined in the document of higher authority will prevail. Any time a conflict should occur between university policy and divisional policy statements, university policy will prevail.

1. **PROCEDURES FOR DEVELOPING OR ISSUING STUDENT SUCCESS POLICY AND PROCEDURE STATEMENTS**
	1. Any person, group, or office may originate a SS/PPS through their Division Student Success (DSS) Leadership Team Director.
	2. Proposed SS/PPS (01.xx through 08.xx) drafts will be routed from the VPSS office to DSS Leadership Team for recommended revisions. The proposed SS/PPSs should have copies of comments, justification statements, and provide background information regarding the initiation of the SS/PPS.
	3. Modifications based on recommended revisions received by DSS Leadership Team members will go to the senior reviewer, and the VPSS will have final review and approval.
	4. If the VPSS determines that circumstances require the immediate implementation of a SS/PPS, the VPSS may waive any or all of the steps above and approve a SS/PPS. Such approval authorizes immediate implementation of the policy.
	5. SS/PPSs will be issued in a form similar to this SS/PPS and will be numbered consecutively within categories as described:

|  |  |
| --- | --- |
| First Two Digits | Category Description |
| 01 | Executive Management |
| 02 | Academic Administration |
| 03 | Fiscal Operations |
| 04 | General Administrative Services |
| 05 | Logistical Services |
| 06 | Community Relations/Public Service |
| 07 | Student Services |
| 08 | Facilities |

* 1. The executive assistant for the vice president for Student Success, or designee, will oversee the operation of the SS/PPS system. Duties will include systematic filing of SS/PPSs, new issues, page revisions, memorandum detailing pen and ink changes, maintaining a SS/PPS index, and overseeing the electronic posting of SS/PPSs.
1. **PROCEDURES FOR FORMATTING STUDENT SUCCESS POLICY AND PROCEDURE STATEMENTS**
	1. All SS/PPSs will consist of the following sections:
2. Header – title of SS/PPS, policy number, issue number, effective date, next review date and cycle, and title of the senior reviewer;
3. Policy Statement – purpose of policy;
4. Definitions – if necessary;
5. Procedures – tells how to proceed;
6. Reviewers – lists titles of individuals responsible for the review; and
7. Certification Statement – signature of senior reviewer and the VPSS.
	1. SS/PPS headings will be similar to the heading of this SS/PPS.
	2. The first section of each SS/PPS should present a brief rationale for the policy.

04.04 Subsequent sections of the SS/PPS should provide the specific details of the policy or procedure.

04.05 The next to last numbered section will be titled "Reviewers of this PPS" and will list the titles of all reviewers of the policy with the senior reviewer listed first. The following guidelines should be followed in developing this section:

1. SS/PPSs will be formally reviewed at least once every five years. Certain SS/PPSs may require more frequent reviews. Under the policy header, following the next review date, the reviewers will include the review cycle pertaining to each policy (e.g., every year (EY), every other year (EOY), odd numbered years (ONY), even number years (ENY), every two years (E2Y), etc.).
2. "On Demand" and "Weekly" responsibilities will not be listed in SS/PPSs.

04.06 The final section of SS/PPSs will consist of the Certification Statement. This section will contain the titles of those in the approval chain.

1. **DISSEMINATION OF APPROVED STUDENT SUCCESS POLICY AND PROCEDURE STATEMENTS**

05.01 Following approval of a new or revised SS/PPS by the VPSS, notification of the release of the official SS/PPS will be made in the following manner.

1. An electronic copy of the official SS/PPS will be submitted for posting on the [Policy and Procedure Statements website](https://policies.txstate.edu/).

b. An official signed copy will be retained in the VPSS Office.

05.02 Current official versions of SS/PPSs will be the latest version posted to the [Policy and Procedure Statements website](https://policies.txstate.edu/).

1. **PROCEDURE FOR DEPARTMENTAL POLICY AND PROCEDURE STATEMENTS**
	1. Each DSS Leadership Team Director shall implement within their department or office written policies in order to document departmental procedures.
2. **PROCEDURES FOR REVIEWING AND REVISING STUDENT SUCCESS POLICY AND PROCEDURE STATEMENTS**

07.01 The executive assistant for the vice president for Student Success, or designee, will be responsible for monitoring the review cycles and assuring that each SS/PPS is reviewed according to that cycle.

07.02 The executive assistant, or designee, will determine which SS/PPSs are due for review and will notify the responsible person in a timely manner. The executive assistant, or designee, will access the current official SS/PPS on the [Policies and Procedure Statements website](https://policies.txstate.edu/) and send it to the senior reviewer to use as the official document to review. The reviewers will suggest changes in the SS/PPS, as deemed appropriate.

07.03 Any individual may suggest updating, revising, or canceling any SS/PPSs by filing the suggestion through appropriate administrative channels to the VPSS.

07.04 Should a significant modification of a SS/PPS be required, a new "issue number" with the same policy number will be prepared and issued, and the official copy of the current issue of the SS/PPS will be discarded.

07.05 When suggested changes to the SS/PPS are minor, the issue number and effective date will not change, but an extra line will be added above the “Effective Date” reflecting the date of revision.

07.06 The senior reviewer will submit the revised document explicitly noting the reasons for the updates, revisions, or cancellation. The executive assistant, or designee, will disseminate the revised SS/PPS to DSS Leadership Team for review for ten working days.

07.07 If comments are received, the executive assistant, or designee, will forward the comments to the senior reviewer for consideration. The senior reviewer will respond to the comments noting any further changes to be made to the SS/PPS.

07.08 The updated SS/PPS will be routed to the VPSS for final approval.

07.09 Upon VPSS approval, the SS/PPS will be submitted for posting on the [Policies and Procedure Statements website](https://policies.txstate.edu/) in the proper format, as outlined in Section 04.

1. **REVIEWERS OF THIS PPS:**

08.01 Reviewer of this PPS includes the following:

Position Date

Executive Assistant for the February 1 E4Y

Vice President for Student Success

**09. CERTIFICATION STATEMENT**

This SS/PPS has been approved by the following individuals in their official capacities, and represents Texas State Student Success policy and procedure from the date of this document until superseded.

Executive Assistant for the Vice President for Student Success; Senior Reviewer of this SS/PPS

 Vice President for Student Success