

**Timeline for yearly updates to the
IUPUI Supplement to the IU Academic Handbook
Developed by the Handbook Committee (2010-11)**

1a. Handbook committee should obtain all update materials by January 31 for the February meeting. Chair of the Handbook Committee will be responsible for contacting the IFC President for all material for the current year. Such material for the updates to the Supplement could be:

- IFC and UFC approved policies
- Board of Trustees approved policies
- New guidelines and procedures
- Updates to web sites
- Other material

1b. The exception to the January 31 deadline could be IFC, UFC and Board of Trustees policies that are approved by end of the year. These documents do not need any input from the handbook committee besides the proper placement in various sections of the Supplement.

2. Chair of the handbook committee, with the coordination of the Faculty Council office, will distribute update materials to committee members for editorial action in the February meeting. The committee members will browse the material for form (grammar, spelling etc.) and structure (placement in appropriate sections etc.)

3. Final approval by the Handbook Committee will be completed at its February meeting for submission to IFC.

4. Chair of committee presents the updated material to IFC at its March meeting for approval in the April meeting.

5. Final IFC approved updates will be uploaded on to the electronic version of the handbook and archived with the time stamp of July 1 of the year.

6. A working draft of the Supplement will be maintained online for updates that have been approved by the IFC, UFC and Board of Trustees throughout the year.