

**ADMINISTRATIVE DIVISION – UNIVERSITY ADMINISTRATION**  
**PROCEDURE TITLE – USC UPSTATE PROCEDURE FOR USC SYSTEM POLICY ON**  
**POLICIES, UNIV 1.00**  
**PROCEDURE SCOPE – USC UPSTATE**  
**DATE OF REVISION – SEPTEMBER 22, 2025**  
**ISSUED BY– VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION**

**Purpose**

This document provides guidance on USC Upstate procedures for [UNIV 1.00](#) Policy on Policies

**Definitions**

A **system policy** covers all campuses of the USC system.

A **USC Upstate policy** is specific to the needs of USC Upstate.

**ELT** is the Executive Leadership Team, comprised of the Chancellor, Vice Chancellors, and the Associate Vice Chancellor for Marketing and Communications.

**Procedure**

USC Upstate’s policies and procedures are found on the [Policies and Procedures page](#) of the USC Upstate website, listed alphabetically by subject. Within each subject system policies are listed first under the heading of System Policies, and USC Upstate’s policies are listed in the following section under USC Upstate Policies, preceded with an asterisk to clearly identify their scope. These policies are not designed to create any privately enforceable contractual or legal rights. These policies are subject to being modified or terminated by the University at any time with or without notice or publication. When a USC Upstate Policy falls under the same heading and title as a similar system policy, it will be named the same as the system policy but will have a different number than the system policy and will be preceded with an asterisk. System policy always supersedes policy of a specific campus. When the system does not have a policy for a USC Upstate Policy to fall under, it will stand alone, be preceded with an asterisk, and be named for the subject it represents under the heading it pertains to. This type of stand-alone policy needs General Counsel approval in addition to ELT approval when introduced as new or subsequently updated.

New USC Upstate policies or changes in USC Upstate policies will be approved by the Executive Leadership Team (ELT). A draft of the policy will be presented at Cabinet for review and discussion, and Cabinet members responsible for areas relevant to the policy will share the draft within their units for feedback before final ELT approval. Before or during this approval process the policy will be reviewed by the Office of General Counsel, if necessary. Once approved by ELT, the new policy will be sent to the Policy Specialist, to be posted on the USC Upstate Policies and Procedures website. Non-substantive revisions to existing policy may be approved directly by the ELT using an expedited approval process.

Other items of procedural value but not reaching the level of policy (e.g. State Records Retention or Code of Academic Integrity), are listed under the Implementation section below the USC Upstate Policies section in the heading they pertain to. These items will be reviewed regularly and updated as necessary through the Policy Specialist.

## **History of Revisions**

- April 12, 2024 – New policy approval
- July 29, 2024 – Language added to clarify approval process of new or changes in existing USC Upstate policies
- August 7, 2024 – Legal rights declaration and modification notice added to Policy Statement
- September 22, 2025 – Procedure changed to include Cabinet and to correspond with current USC System guidance