Standard Practice Guide Process for New Sections, Revising Sections, and Deleting Sections

University of Michigan Standard Practice Guide

The University of Michigan Standard Practice Guide (SPG) is intended to provide all University departments and units with an overview of the general operating policies and procedures of the University. Due to the diverse and very specialized nature of activities carried within the University the policies set forth herein are not intended to be a complete assembly of all the policies of the University.

New SPG Sections, Revision of Existing Section, or Deletion of Existing SPG Section

Approval is required for the issuance of new SPG sections, revision of existing sections, or the deletion of existing sections by the University executive officer, or their designee, who has the responsibility for administrating the particular policy undergoing the change.

Procedures For Changes to SPG Sections

Departments or units that have changes to an SPG section should contact University Audits for specifics regarding the process. A draft copy of the new or revised SPG section should be forwarded to University Audits in electronic form and a properly approved paper copy signed by a University executive officer, or their designee, who has the responsibility for administrating the particular policy. The section is then reviewed for things such as potential effects of the changed policy on internal controls, appropriate referencing with other SPG sections, spelling accuracy, etc. University Audits works with the unit if there are problems, errors, etc. The paper copy is retained permanently as evidence of the policy's existence, change, or deletion. The finalized SPG section is uploaded to the online official SPG file. To maintain the integrity of the SPG policy statements in an online environment, University Audits has the only upload access to the online SPG file.

Contact Information

For more information regarding the process of issuing, changing, or deleting an SPG section contact Paula Mitchell in University Audits at paulam@umich.edu or at 734.647.7500 or email spgonline@umich.edu. Send all electronic copies of changes to paulam@umich.edu and forward the properly approved paper copy of the finalized SPG to Office of University Audits, Wolverine Tower, 3rd Floor 1286. To receive guidance regarding a specific policy statement, **contact** the **issuing unit** as indicated on the SPG section in question. Technical questions or comments should be directed to the webmaster team.