



## UMBC Procedures for Implementing an Interim Policy

*Per UMBC policy: When required by law or Board of Regents action, or in exigent circumstances, Responsible Administrators may issue Interim University Policies with appropriate legal review and approval of the President. Interim University Policies may remain in effect for up to 12 months from the date of issuance unless otherwise authorized by the President. An Interim Policy must still follow the process set forth in this section VII and be made final within 12 months of issuance.*

An interim policy may be implemented when a policy is needed in a timeframe that does not allow for the full policy approval process. Interim policies are often needed in response to changes in State or Federal law or changes in USM policy. The process for creating an interim policy is as follows:

1. An interim policy must be formatted using the official [UMBC Policy Template](#).
2. Although full vetting\* of an interim policy is not necessary, an interim policy is required to go through a legal review by the [Office of General Council](#) and must be approved by the President with the associated documentation.
3. All interim policies must be made permanent within 12 months of issuance, unless (a) an extension (of not more than 12 months) is approved in writing by the President, or (b) if the interim policy is retired.
4. An extension of an interim policy must be documented and executed by the President prior to the end of the original interim period.
5. To gain permanent status as a UMBC policy, an interim policy must complete the official UMBC vetting process. For information on policy creation, vetting, and approval, please see the [UMBC Policy on Policy Formation and Management](#).

Other Notes:

- Interim policy status cannot be used to circumvent the full policy process.
- An interim policy that is not made permanent will expire at the conclusion of the 12-month interim period unless an extension is granted as noted above.

For other questions regarding UMBC policies, please visit the [Official UMBC Policy](#) website or reach out to [David A. Sohns](#) in MAS

\*Please refer to the [Policy Submission Checklist](#).