**Regulation Review and Approval Tracking Worksheet**

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| **Regulation Information** |
| **Regulation Number(s) and Title(s)** |  |
| **Contact person(s)** |  |
| **Policy owner(s)** |  |

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| **Stakeholder Review, Feedback, and Approval During Development** |
| **Stakeholder Title** | **Stakeholder Name(s)** | **Date and Nature of Revisions, and Approval if Provided.** |
| **For each of the following people, indicate the name of the person consulted, the date and nature of revisions based on any feedback the person provided, and the date of approval if necessary.** |
| Contact person’s supervisor(s) and/or other relevant administrators |  |  |
| Director, University Regulations |  |  |
| Policy Owner #1 |  |  |
| Policy Owner #2 (if applicable) |  |  |
| Policy Officer #1 |  |  |
| Policy Officer #2 (if applicable) |  |  |
| Office of General Counsel |  |  |
| **Add any additional offices or individuals consulted (frequently consulted offices and individuals include the Office for Faculty, Human Resources, Academic Senate Policy Liaison etc.)** |
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| **Committee Review, Input, and Approval During Regulation Development** |
| **Committee Name** | **Date Presented to Committee** | **Date and Nature of Revisions, and Support from Committee if Provided.** |
| **The University and the Academic Senate have many committees that review policy proposals. Some commonly consulted committees are listed below; however, you may add as many additional committees as you consulted.**  |
| University Policy Team |  |  |  |
| Council of Academic Deans |  |  |  |
| Relevant Academic Senate Advisory Committee (i.e. Senate Advisory Committee on Academic Policy, Senate Advisory Committee on IT etc.) |  |  |  |
| Committee on Student Affairs |  |  |  |
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| **Formal Review and Approvals** |
| **Review Group** | **Date Presented/ or Not Applicable** | **Outcome of Discussion** |
| **Note the date you presented your new or revised policy to each of the following groups, any feedback or approval offered by the groups, and the next steps. Not all regulations require a presentation to or approval of each of the groups.**  |
| Institutional Policy Committee |  |  |
| Academic Senate Executive Committee |  |  |
| Academic Senate |  |  |
| University President |  |  |
| Board of Trustees |  |  |