



POLICY INFORMATION

Policy Title

Policy Number

Policy Lead

Office of Primary Responsibility

Responsible Vice Chancellor

Routing Start Date

PHASE 1 - POLICY DEVELOPMENT AND REVIEW

1A. ACADEMIC AFFAIRS REVIEW, IF APPLICABLE

Select all reviewers that apply.

REVIEWER	APPLIES	SENT	RETURNED	RESPONSE	INITIALS
Faculty Representative	☐			☐ No comment ☐ Comment	
Deans Council Representative	☐			☐ No comment ☐ Comment	
EPUS	☐			☐ No comment ☐ Comment	
Faculty Assembly	☐			☐ No comment ☐ Comment	
Academic Governance	☐			☐ No comment ☐ Comment	

Academic Affairs Notes



1B. STAKEHOLDER REVIEW

Select all reviewers that apply.

REVIEWER	APPLIES	SENT	RETURNED	RESPONSE	INITIALS
Staff Council Representative	☐			☐ No comment ☐ Comment	
Student Government Representative	☐			☐ No comment ☐ Comment	
Human Resources	☐			☐ No comment ☐ Comment	
Risk	☐			☐ No comment ☐ Comment	
FERPA	☐			☐ No comment ☐ Comment	
HIPAA	☐			☐ No comment ☐ Comment	
Research Integrity	☐			☐ No comment ☐ Comment	
Office of Institutional Equity	☐			☐ No comment ☐ Comment	
Fiscal	☐			☐ No comment ☐ Comment	
Technology	☐			☐ No comment ☐ Comment	
Impacted Department / Other	☐			☐ No comment ☐ Comment	

Stakeholder Notes

PHASES 2 AND 3 - POLICY OFFICE AND LEADERSHIP REVIEW

REVIEW STAGE	DECISION	NAME	SIGNATURE / INITIALS	DATE
2. Policy Office Initial Review	☐ Approved ☐ Revisions			
3A. Legal Counsel Review	☐ Approved ☐ Revisions			
3B. Responsible VC Review	☐ Approved ☐ Revisions			
3C. ELT Review	☐ Approved ☐ Revisions			

2. Policy Office Initial Review Notes

3A. Legal Counsel Review Notes

3B. Responsible VC Review Notes

3C. ELT Review Notes

PHASE 4 - CAMPUS REVIEW / COMMENT

4A. CAMPUS COMMENT PERIOD

Date Posted

Comment Period End Date

Comment Summary

Date Routed to Policy Lead / OPR

Resolution Date

Significant Changes?

☐ Yes

☐ No

Additional Legal Review?

☐ Yes

☐ No

Resolution Notes

PHASE 5 - FINAL APPROVAL AND PUBLICATION

5A. CHANCELLOR APPROVAL

Date Submitted

Date Approved

5B. OFFICIAL POSTING

Date Posted

Effective Date

Final Policy Number

Next Review Date