



IPC Regulations Routing Worksheet

Policy Name		Policy Number	
Purpose Action			
Action Requested	[New] [revision]	Regulation Type	[POL,RU,PRO,GU,OTH]
Policy Officer		Date Consulted	
Policy Owner		Date Consulted	
Legal		Date Consulted	
Sponsor		Date Presented	
Document Verification	Proper Format [yes] [no]	Executive Summary Attached [yes] [no]	Marked-Up Attached [yes] [no] Senate Cover Memo Attached [yes] [no]
Policies in Review		Date Completed	

Notice & Comment			
Acad. Sen. Exec. Recommend:	[Acad or non]	Date:	
IPC ID'd Stakeholders	Notified Date	Due Date	Comments
Council Academic Deans			

Final Revision Work		
Participants	Name	Date Complete
IPC Member		
Sponsor		
Comments:		

Final Approval			
Body	Presentation Date	Approval Date	Comments
President & Cabinet			
Academic Senate Exec. Comm.			
Full Academic Senate			
Board of Trustees			

Publication & Completion	
IPC Member: [Member with Responsibilities to complete]	Date Completed
Changes/New Policy Published to Regulation Library	
Communication: [FYI, Pulse, Other]	
Key words: [list key words here, or attach list]	