### IPC Regulations Routing Worksheet

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Policy Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Purpose Action</th>
<th>Action Requested</th>
<th>Regulation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[New ] [revision ]</td>
<td>[POL, RU, PRO, GU, OTH ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policy Officer</th>
<th>Date Consulted</th>
<th>Policy Owner</th>
<th>Date Consulted</th>
<th>Legal</th>
<th>Date Consulted</th>
<th>Sponsor</th>
<th>Date Presented</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Document Verification</th>
<th>Proper Format</th>
<th>[yes] [no ]</th>
<th>Executive Summary Attached</th>
<th>[yes] [no ]</th>
<th>Marked-Up Attached</th>
<th>[yes] [no ]</th>
<th>Senate Cover Memo Attached</th>
<th>[yes] [no ]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Policies in Review</th>
<th>Date Completed</th>
</tr>
</thead>
</table>

### 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]