***Appendix A***

**University of Prince Edward Island**

**Policy Tracking Form**

 **□ New Policy**  **□ Revised Policy □ Cancellation of Existing Policy**

 ***Policy Title \_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If changes are being requested to an existing policy, **please submit a draft where all proposed changes are clearly highlighted.** Please also complete *the Policy Summary Sheet* to identify the department making the request and explain the purpose of the new policy or the policy changes.

***Originating Person/Department***

**1**

**2**

|  |
| --- |
| **□*Vetted by legal counsel (Optional)***  **­­­**  Date Name  |

**□*Recommended for Approval by the Dean/Director/Manager***

 Date Signature

**□*Reviewed by*** *University Auditor*

 Date Signature

**□*Authorized for Approval by the Vice-President/President***

Date Signature

***Board Approval***

Applicable Board Committee:



 Date Approved by Board/Board Cte.

 (\*Return Approved Policy to the University Auditor)

***University Auditor***

Date of Receipt of Approved Policy Policy Number Assigned

 Date of Approval of Policy Changes Date of Posting Policy to Policy Website

 Signature □ Check box if not to be posted to website

H:\Agreements & Forms\Forms and Templates\Forms\Policy Related Forms\Policy tracking form (2023 - Oct).doc Oct 2023