***Appendix A***

**University of Prince Edward Island**

**Senate Academic Policy Tracking Form**

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

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

In a separate document, please describe the personnel, department, and committee (if applicable) involved in drafting this document and the purpose thereof. If an amendment, please provide a **highlighted copy reflecting the changes**.

***Originating Person/Department***

**1**

**2**

|  |
| --- |
| **□*Originating Dept’s Head recommendation for review and approval*** **­­­**  Date Signature  |

**□*Reviewed by:***

Secretary of Senate/ Chair of Senate

 Date Signature

University Auditor

 Date Signature

**□*Vetted by legal counsel (Optional)***

 Date Name of Legal Counsel

**□*Authorized for Approval by the President***

Date Signature

**□*Senate Approval***

 Date Approved by Senate

(Return Approved Policy to the Senate Assistant)

***For Office Use***

Date of Receipt of Approved Policy Assigned Policy Number

 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 (Oct 2023).doc Oct 2023