**UMBC Policy Review Checklist**

**Policy Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submittal Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please place a check mark and include the date of review in the box next to the applicable group(s) that has (have) reviewed this policy. Once the form is completed and signed, submit a scanned copy of this checklist along with the final policy document to the Policy Liaison in Management Advisory Services, at MASInquiry@umbc.edu. If you have any questions on this form, please contact MAS at the same email.

|  |  |  |  |
| --- | --- | --- | --- |
| **Check all that apply** | **Group** | **Policy Sponsor Initials**  | **Date** |
|  | Senior Leadership\* |  |  |
|  | Legal\* |  |  |
|  | Faculty Senate |  |  |
|  | Research and Creative Achievement Council |  |  |
|  | Undergraduate Council |  |  |
|  | Student Affairs Council |  |  |
|  | Department Chair/Director |  |  |
|  | Other: |  |  |

**Submitted by:**

**Signature:**

\*All policies must be vetted by these groups.

Vetting by all other groups is determined based on the subject matter of the policy and at the determination of the policy sponsor.