Type Policy Title Here

Effective Date: [Insert Date]

Policy Statement
[Type Statement Text Here]

Reason(s) for the Policy
[Type Reason Text Here]

Primary Guidance to Which This Policy Responds
[Type Primary Policy Here – If there is NOT a Primary Policy indicate that]

Responsible University Office & Officer
[Type the Responsible University Office and Officer Here]

Revision History
[Type Revision History]

Who is governed by This Policy
[List all persons working for or on behalf of the University]

Who Should Know This Policy
[List persons affected by the Policy]

Exclusions & Special Situations
[Type all Exclusions & Special Situations Here]

Policy Text
[Place actual Policy Text Here – include all necessary subheadings]

Responsibilities
[Summarize Major Responsibilities]

Definitions
[List terms in alphabetical order]

Contacts
[List Actual Name of Person, Title, Number and Email Address]

Cross References to Related Policies
[List Related Policies]

Web Address
[Type URL address]

Appendix
[Place Proced