

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 Proceed]

