I. Scope
[Describe the subject matter and population to whom the policy applies.]

II. Policy Statement
[Prepare summary statement of the policy, including the purpose for the policy and any policy directives.]

III. Definitions
[List key terms with policy-specific definitions.]

IV. Compliance
[Include a step-by-step procedure for policy compliance, or general guidance statement for compliance, where applicable. This section may include a description of tasks and responsibilities assigned to various University offices and/or units for compliance. Include a hyperlink or attach an exhibit/appendix for lengthy or complex procedures.]
V. Forms

[Forms necessary for compliance should be attached.]

VI. Dates:

A. Effective Date:

This policy will become effective upon the date of approval by the Senior Vice President and Provost. [This section may be rewritten to achieve a stated effective date, where preferred by the Responsible Office.]

B. Date of Most Recent Review:

[To be inserted by Policy Manager upon completion review. Otherwise, entry should read “N/A.”]

VII. Timetable for Review

[This policy, and any related procedures, shall be reviewed [annually/biannually/triennially].]

VIII. Signatures

Approved:

_________________________   ___________________
Senior Vice President       Date

Approved:

_________________________   ___________________
Provost                   Date