



University Policy XXXX: [title of policy]

Responsible Office:

Related Law, Policy & Guidelines:

I. Scope

II. Policy Statement

III. Definitions

(in alphabetical order; only items in this definitions list should be capitalized in the body of the document)

IV. Compliance

V. Dates

A. Effective Date:

This policy will become effective upon xxxxx

B. Date of Most Recent Review

VI. Time Table for Review:

This policy, and any related procedures, shall be reviewed (select: annually, biennially, or triennially).

VII. Signatures

Approved:

