



[Policy No.]

[Policy Name]

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**Responsible Office:**

[Insert title of primary contact person responsible for creation and maintenance of requested policy.]

**Procedures:**

[Insert link to relevant procedures.]

**Related Law & Policy:**

[List related law, regulations and University policies. Where available, include hyperlinks to referenced law and policy websites.]

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**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**