



Policy Number:	[will be completed for you]
Originating Office:	[Type Office Name]
Responsible Executive:	[Type Executive's Title]
Date Issued:	[will be completed for you]
Date Last Revised:	[will be completed for you]

Type Title Here

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I. REASON FOR THIS POLICY

Sets forth the reason the policy exists. Describe the problem or conflict the policy will resolve, and cite any legal or regulatory reasons for this policy.

II. STATEMENT OF POLICY

State the policy here. The statement of policy should include the principles of the policy:

- a. What is permitted or prohibited
- b. What is required
- c. How will issues be handled

If viewers read only this section, they will know what the policy is and how it extends to the University.

III. DEFINITIONS

Define terms that have specialized meanings in the policy. List alphabetically and provide definition.

IV. PROCEDURES

A policy must contain some procedures for compliance. List Procedures in the order in which they are to be carried out.

V. RELATED DOCUMENTS, FORMS AND TOOLS

List related University Policies and other university and external documents that provide helpful, relevant information. Forms or tools should be included with information on how to obtain official forms or perform any processes that are required for compliance with the policy. (Indicate “**Not Applicable**” if no documents, forms, or tools will be included.)