

[University Policy Category]: [Campus Policy Title]	
Version:0000 [Number]	Effective Date: XX/XX/XXXX

[CAMPUS POLICY TITLE]

SECTION 1. Policy Statement

State the policy here. The policy statement should include the principles of the policy and answer the following questions: What is permitted and/or prohibited? What is required and why? How will issues be handled? If viewers read only this section, they will generally know what the policy is and how it extends to them and the University. ["How to" measures should be elaborated in the Procedures section.]

[NOTE: The following sections may be omitted if those categories do not apply to a specific policy: Procedures, Definitions, Penalties/Disciplinary Action for Non-Compliance, Forms, Related Policies/Guidance Documents, and Additional Contacts.]

Use this Outline Format when possible:

- I. Heading 1
(Text under heading)
 - A. Heading 2
(Text under heading 2)
 - 1. Heading 3
(Text under heading 3)
 - a. Heading 4
(Text under heading 4)
 - i. Heading 5
(Text under heading 5)

SECTION 2. Reason for the Policy

This section should include the reason or rationale for the University policy, and may describe or outline the problem or conflict that the policy will resolve and/or address, which may include reference to regulatory or legal reasons.

SECTION 3. Scope and Application

Identify the individuals, departments, campuses, and entities the policy will affect and how (if needed, provide examples to help illustrate applicability).

SECTION 4. Procedures

Provide the reader with an organized, step-by-step guide of all the actions necessary to comply with the policy. This could include links, an explanation or narrative, and/or a table of any relevant procedures here.

SECTION 5. Definitions

Define any unique or key terms that will enhance the reader's comprehension of the policy. Please follow the format below.

Defined Term: [Definition Text]

Defined Term: [Definition Text]

SECTION 6. Penalties/Disciplinary Action for Non-Compliance

Describe the appropriate sanctions for non-compliance, if any, such as disciplinary action of employees or students and/or civil or criminal penalties.

SECTION 7. Campus Responsible Official & Additional Contacts

This Campus Responsible Official and Additional Contacts section contains those who are responsible or share certain policy responsibilities, organized by subject matter, such as monitoring compliance with the policy, providing additional guidance on policy clarifications, organizing policy training, updating the policy, etc.

Subject Matter	Office Name	Telephone Number (xxx) xxx-xxxx	Email/Web Address
Policy Clarification and Interpretation	Contact the Campus		

	Responsible Official		
Policy Training	Contact the Campus Responsible Official		

SECTION 8. Policy History

List the history of any prior revisions of the policy and, if applicable, state whether this policy replaces an existing policy. Use the revision, replacement, and date format below.

Revision 3: XX/XX/XXXX

Revision 2: XX/XX/XXXX

Revision 1: XX/XX/XXXX

[Replacement Statement]

SECTION 9. Related Policies/Guidance Documents

List any other policies, procedures, guidance documents or other information that should be cross-referenced such as legal or regulatory information. This section should only include titles using the List Format of Section 2 and, if possible, include URL links. This section should not contain explanatory text.