Objective
State the reason for this procedure.

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

Roles
Identify the individuals involved and describe their responsibilities in this procedure.

Definitions
Identify and define relevant terms relating to this procedure.

Procedure
Use this Outline Format when possible:
I. Heading 1
   (Text under heading 1)
      A. Heading 2
         (Text under heading 2)
            1. Heading 3
               (Text under heading 3)

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.
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.

<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>Office Name</th>
<th>Telephone Number (xxx) xxxxxxx</th>
<th>Email/Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification and Interpretation</td>
<td>Contact the Campus Responsible Official</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy Training</td>
<td>Contact the Campus Responsible Official</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.