

Policy Template

Purpose

State the reason for the policy. May also include background information to place the policy in the broader context.

Scope

State whether the policy is a University, divisional, school/college or departmental policy and identify the affected division, school/college or department.

Definitions (if needed)

Policy

Set forth the actual policy and how it will work. Any procedures related to the policy should be identified, developed and either linked to the policy or included within the policy, if brief.

Responsible Offices

Identify the offices that will be responsible for administering, implementing and enforcing the policy and what each office is expected to do.

Related Policies

List other University, divisional, school/college or departmental policies that are relevant to the particular policy.

Approved

Identify the final decision-maker (Board of Regents, President, Provost, appropriate Vice President, dean or department head) and the date on which the policy was approved or revised.

Effective Date

Insert the date on which the policy will first apply.