POLICY CONTENTS

Scope
Reason for Policy
Policy Statement
Procedures
Definitions
Additional Contacts
Forms
Related Information
History

Scope
Who is affected by this policy or needs to read it. This section is required.

Policy Statement
State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know what the policy is and how it extends to the university. How-to procedures can be elaborated in the Procedures section. This section is required.

Reason for Policy
This section should include the reason or rationale for the policy, may describe the problem or conflict that the policy will resolve and may include reference to regulatory or legal reasons for the policy. This section is required.

Procedures
Include the means by which the policy is carried out. Link or explain any relevant procedures here. This section is optional.

Definitions
Define any specialized terms used in the policy. This section is optional.

Additional Contacts
This section may be modified to include responsibilities if necessary. This section is optional.
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