

Policy Title

POLICY CONTENTS
Scope
Policy Statement
Reason for Policy
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

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>

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

Forms

List any related forms and link if possible. **This section is optional.**

Related Information

List any other policies or information that should be cross-referenced such as legal or regulatory information. There is no room for any explanatory text in this section – only a list of titles and/or links. **This section is optional.**

History

Include information about previous policy revisions or whether this policy replaces an existing policy. **This section is required.**