**POLICY TITLE**

**University Policy No.:** University Governance assigns new policy numbers

**Classification:** determined by University Governance

**Approval Authority:** body or office responsible for authorizing or approving the policy for release

**Effective Date:** leave blank **-** date a new policy is issued to its intended audience

**Supersedes:** name of previous policy

**Last Editorial Change:** leave blank –for revised policy only; date revised policy is issued to its intended audience

**Mandated Review:** leave blank – date that there is a mandated review on the policy

**Associated Procedures:**

Any related procedures

**POLICY PURPOSE**

The purpose of the policy and important background details

**DEFINITIONS**

Policy specific terms and their definitions.

* Term - definition
* Term - definition

**JURISDICTION/SCOPE OF THE POLICY**

**POLICY**

The rules. What is or is not allowed, what must or must not be done. This section should not include procedures.

This section may contain a number of subtopics; one such subtopic could be roles and responsibilities.

**Roles and Responsibilities**

**CONSEQUENCES FOR NONCOMPLIANCE**

What happens when someone does not comply with the policy? There may be consequences for the University as well as the person.

**AUTHORITIES AND OFFICERS**

A list of authorities and officers for the policy:

1. Approving Authority:
2. Designated Executive Officer:
3. Procedural Authority:
4. Procedural Officer:

**RELATED LEGISLATION**

**RELATED POLICIES AND DOCUMENTS**