# Policy Title: name of the policy (please do not use acronyms)

# Policy Summary: brief description, 1 or 2 lines

# Policy Category: identify the primary category on the Policy Library where the policy should be

**Policy Owner:** what department has purview over the policy

Policy Summary

A one or two-line brief description of the policy so the viewer knows they have found the correct policy.

Purpose

The purpose of the policy - Statement of what is required by the policy (e.g., to comply with law, to establish rules, to make campus aware).

Scope

The scope of the policy, including specific exclusions. Scope may include persons covered, location or jurisdiction to which the policy applies, or subject matter.

Definitions

Meaning and interpretation of terms used in the policy. Consider whether there are legal definitions, terms of art, or university-specific language the user should know.

Policy

The university policy statement. According to the Policy Development, Approval, and Communication Policy, unless otherwise approved by the Policy Administrator, procedures, or instructions to implement the policy will not be part of the policy statement itself, but rather will be a separate resource available in the Policy Library.

**Last Review Date:**

**Effective Date:**

**Resources and Related University Policies:** If there is additional information – i.e., procedures, or other resources, please list them here. They will be listed on the webpage not on the document so if there are any changes it will not affect the policy.

The following information will not be included with the policy or on the policy’s webpage:

**Contact Name and Job title**:

**Review Period:**

**List of Dates Reviewed:**

Policy History – Policy revision date. If the policy is to replace a policy, please note the name of the previous policy and date of the revision.

Effective Date – the effective date will be based on the final signature date unless otherwise indicated.