|  |  |
| --- | --- |
| Policy Title | [Official title of policy] |
| Responsible University Office | [Under the direction of the Policy Owner, the Responsible University Office will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, its issuance, regular review and timely updating.] |
| Policy Owner | [The individual accountable for and charged with the responsibility for creating, sponsoring, implementing, enforcing, and updating the subject University policy, and developing/recommending relevant communication, education, and training and monitoring the effectiveness of a policy.] |
| Pertinent Dates | [Dates the policy was revised, approved, and became effective.] |

1. **SCOPE OF POLICY**

[States the legitimate interests of all parties, describes the problem or conflict the policy addresses, and cites

any legal or regulatory reasons for the policy.]

1. **DEFINITIONS**

[Provides glossary to define terms that may be unfamiliar or have a specialized meaning in the policy.]

1. **POLICY STATEMENT**

[This is a concise statement of the university's position on the subject matter and may state who should follow the policy, when the policy applies, the means by which the policy is implemented or enforced, and list any major conditions or restrictions. Language should be clear and concise and contain sufficient information on the subject without being excessive in length.]

1. **RESPONSIBILITIES**

[List the individual roles or units who are responsible for some portion of policy implementation and related processes (e.g. faculty, students, operating units, departments, managers, etc.). Summarize the major responsibilities/key actions of each. Details can be provided separately in the procedures section.]

1. **POLICY STANDARDS AND PROCEDURES**

[The section contains the full text of the policy, including detailed information about the policy components and procedures.]

1. **FORMS/INSTRUCTIONS (if applicable)**

[Lists forms the reader must use to comply with the policy, explains the purpose of each form, and may provide a hyperlink to the applicable form(s). If this is a new form, provide to OGCC.]

1. **APPENDICES (if applicable)**

[Includes any additional relevant information or documents in attached appendices.]

1. **CONTACT INFORMATION**

[Lists relevant position titles and/or offices who may be contacted by University community members for any questions about the policy. *Note: Do not list names of specific employees, as individuals often change positions. Instead, use position titles, department names, and/or office email addresses.]*