# Effective Date

(Original issue date)

# Last Revision Date

(Maintained by Policy Office - Date of last policy revision)

# Responsible Party

(As recommended by the policy owner(s) in conjunction with the Policy Office. Include a contact number or email address.)

# Scope and Audience

(As recommended by policy owner in conjunction with the Policy Office)

**Additional Authority**

If applicable, include governing State Board of Education and University policies, federal and state laws, and any other governing authority.

# Policy Purpose

State a reason or rationale why the policy is needed, such as legal or regulatory requirement, risk mitigation, or general principle the university community must follow.

# Policy Statement

Provide a clear and concise statement of the University’s principles on the issue.

# Definitions

(If applicable, define key terms used in policy)

# Main Topic 1

Summarize all responsibilities of the University parties and offices named in the policy and including any top-level procedures necessary for compliance with the policy.

## Subtopic 1

Include text here.

### 4.1.1. Secondary Subtopic 1

Include text here.

### 4.1.2. Secondary Subtopic 2

Include text here.

# Main Topic 2

Include text here for an additional main topic.

## 5.1 Subtopic 1

Include text here.

### 5.1.1. Secondary Subtopic 1

Include text here.

### 5.1.2. Secondary Subtopic 2

Include text here.

# Forms

Include a hyperlink to any forms related to the policy.

# Frequently Asked Questions

If there are common questions, the responsible party may wish to develop a FAQ list hosted on a website page. The URL link will be referenced here.

# Related Information

Links to other related policies, information, guidelines, or procedures that should be cross-referenced.

# Last Review Date

(Maintained by Policy Office – Review Dates: month, day, year. Policies should be reviewed a minimum of every four years.)

# Revision History

(Maintained by Policy Office – Revision Dates: month, day, year)