Policy Title

Policy Number

Scope
Who is affected by this policy or needs to read it.

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.

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.
Definitions
Define any specialized terms used in the policy.

Exceptions (if applicable)
Describe the appropriate sanctions if any, such as disciplinary action of employees or students and/or civil or criminal penalties.

Related Policies, Documents & Forms
List any related forms and link if possible.

Archival
List any related forms and link if possible.