



University Administrative Policies and Procedures

Policy Template

1. Purpose

[Sets forth the reason the policy exists. Describes the problem or conflict the policy will resolve. Identifies the institutional risk, University mission, values, and/or any legal or regulatory requirements that the policy addresses. May include overall benefits of the policy.]

2. Applicability

[Defines individuals and/or units affected or governed by the policy, and who should observe and follow the policy directives.]

3. Exclusions

[Identifies units, persons or situations not covered or governed by the policy. If no exclusions apply, state "None".]

4. Definitions

[Provides definitions of terms that have a specialized meaning, and helps the reader to understand the policy. Defined terms are capitalized throughout the document.]

5. Policy

[States the requirement or provision that the policy is placing on or extending to the University or campus community. What is permitted, prohibited, protected, required, etc.]

6. Subheadings

[Communicates the title of a specific section of the policy for ease of reading and understanding, and are published to the policy table of contents. As many subheadings as needed for a thorough understanding of the policy.]

Example:

6. Main Topic

6.1. Subtopic

6.2. Secondary Subtopic

7. References

[Provides links to related information such as referenced documents, laws, regulatory requirements, and other institutional policies.]