**NAME OF POLICY**

**POLICY STATEMENT**

A short (one or two line) overview statement about the general purpose of the proposed policy. What is this policy intending to achieve?

**REASON FOR THE POLICY**

States the legitimate interests of the University that are addressed by the policy. Explains why we have this policy.

**POLICY**

Description that provides guidance to the University community about how to address the legitimate interests of the University. These are intended to be clear and concise statement that contains sufficient information without being excessive in length and should not contain procedures. Procedures should be separately maintained and may be listed in the related information section below. Total length of the policy should not exceed 1-2 pages.

**OFFICE RESPONSIBLE FOR POLICY**

Name of Office:

Contact information for questions about this policy: Office Phone Number

**WEBSITE ADDRESS FOR THIS POLICY**

(link)

**WHO APPROVED THIS POLICY**

Senior Staff member submitting the policy: Name of Senior Staff Member

Date approved: (date)

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President

**PUBLICATION DATES**

Effective: (date of publication)

**RELATED MATERIALS**

If applicable, a link to procedures or other materials or guidance may be included, if there are none, please enter N/A