|  |  |
| --- | --- |
| Policy Name: |  |
| Policy Number: | (UPT to complete) |
| Accountable Senior Administrator: |  |
| Issued: | (Date) |
| Last Updated: | (Date) |

## **Policy Statement**

*Provide a succinct summary of the policy.*

Start text here

## **Reason for the Policy** *Indicate, in plain language, the reason that the policy exists. As relevant, this section should include references to regulations/laws, institutional risk, and/or operational efficiencies.*

Start text here

## **Stakeholders Affected by Policy**

*Insert the list of stakeholder groups that are impacted by the policy. Provide as much qualifying detail as relevant.   
For instance, use “undergraduate students” if the policy applies only to students in the undergraduate career.*

Start text here

## **Definitions**

*Provide definitions of terms used in the policy text.*

Start text here

## **Policy Text**

*Provide the text of the policy. Do not include procedures in this section.*

Start text here

## **Procedures**

*Provide step-by-step detail of the procedures related to implementing the policy.*

Start text here

## **Violations**

*Provide description of how violations of policy will be managed.*

Start text here

## **Related Policies and Documents**

*List and provide links to all policies and documents related to this policy.*

Start text here

## **Responsibility**

*List all individuals/units with responsibility for implementing the policy and a list of the specific tasks/  
responsibilities of each. List titles of individuals, not names.*

Start text here

## **Contact for Questions**

*List title and department of contact(s) for questions about this policy. Do not include names*

Start text here