| **Policy #:** | *Will be provided when policy is approved* | **Policy Title:** | *Title of the polic*y |
| --- | --- | --- | --- |
| **Effective:** | MM/DD/YYYY | **Responsible Office:** | *Office that primarily administers the policy* |
| **Date Approved:** | MM/DD/YYYY | **Approval:** | *The title (not the name) of the person or governing body that approved the policy – typically a Vice President* |
| **Replaces Policy Dated:** | MM/DD/YYYY  *Complete if there was a prior policy that this one replaced* | **Responsible University Official:** | *The title (not the name) of the person who is responsible for administering the policy* |

**Purpose:**

*Include here a statement(s)that encapsulates why the policy exists. This statement may include any legal or regulatory reasons for the policy.*

**Scope:**

*The Scope will include the people or groups to whom the policy applies. For example: This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board. If there are questions in this section please contact the Office of Planning & Policy.*

**Index:**

1111.1 First Section - Definitions *(Definitions of words and terms included in the policy that give clarification and specificity. Not all policies have terms requiring definitions.)*

1111.2 Second section – Policy statement *(A statement of the requirement, mandated actions or constraints that this policy places on the University community. It usually identifies who should follow the policy, under what conditions it applies, and may include major responsibilities required to comply with the policy.)*

1111.3 Third section – *(May include roles and responsibilities or procedures if not included in the Policy Statement)*

1111.4…………Final section – *(List or links to relevant regulations or accreditation standards, if applicable)*

**Policy Statement:**

*1111.1 – Definitions*

*1111.2 – Policy*

*1111.3 –Roles and Responsibilities*

*1111.4 – Applicable Regulations & Accreditation Standards*

*For example* Code of Virginia § 64.2-1100

*Try to give the exact regulation code and proper format when applicable*

**Related Policies:**

*List of related policies if applicable and appropriate*

**Policy Background:**

*This section would include dates of previous reviews or revisions as well as additional detail about the official bodies that undertook review prior to final approval of the policy. This section may also indicate specific policies which are superseded/eliminated as consequence of approval of this version of policy*

**Policy Contacts:**

*This section should list the appropriate staff person to whom questions about the policy should be directed. This section may restate the responsible officer and/or list additional staff to contact regarding the policy (titles only here – not names)*