[NAME OF POLICY/PROCEDURE]

Subject: First word of Subject title should be a key word for locating the policy.

Scope: List span of policy. (To whom or what does this policy apply?)

Responsible Office: Area or department responsible for implementation and/or interpretation of policy.

Effective Date: Original effective date of policy.

Date Reviewed/Revised: Date of last revision or review of policy.

Next Scheduled Review Date: Date of next scheduled review or revision. Cannot exceed five years.

Responsible Executive: University Executive responsible for the programmatic, functional, or administrative areas affected by the policy/procedure.

I. POLICY AND GENERAL STATEMENT

Provide a brief introduction stating the university’s policy or position and the basis or rationale for the policy/procedure.

II. DEFINITIONS

Define any terms with specific meaning for the policy/procedure.

III. PROCEDURE

Describe process to be followed, including any required controls and approval levels.

IV. CONTACTS

List the phone number and email/web address of the office and/or person who is the subject matter expert on this policy and can answer questions regarding application and interpretation of the policy.

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<tr>
<th>Contact</th>
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V. EXHIBITS

List exhibits referenced in policy and provide links. Do not include section if no exhibits are referenced in the policy.