

Policy Name

**Policy Number [*To Be Assigned by Office of General Counsel*]**

# Policy Statement

Briefly explain the reason and background for the policy.

# Coverage

Describe whom the policy applies to – staff, students, faculty, and/or third parties such as vendors, consultants, visitors to campus, etc.

# Definitions

Definitions for terms used in this policy.

# Policy Section Title

## Sub-section Title (if needed)

Policy text

# Effective Date

This policy is effective as of date [if applicable include “and supersedes the (policy name) as of that date”].

# Related Statutes, Regulations, and Policies

* Statute [include hyperlink]
* Regulation [include hyperlink]
* Related policy [include hyperlink]

**Policy Owner:** Identify policy owner

**Policy Contact:** List a phone number or email address

**Date Adopted:** Identify date policy was adopted

**Date Last Reviewed**: Identify date policy was most recently reviewed internally

**Date Last Revised**: Identify date policy was most recently revised