**Division:** *red heading in policy library*

**Classification:** *gray heading in policy library*

**Department phone:** XXXXXXXXX

**Department email:** XXXXXXXXX

|  |  |
| --- | --- |
| **TITLE** | |
|  | |
| **POLICY NUMBER** |  |
| XXX-XXX-XXX *(policy council staff will assign)* |  |
| **RESPONSIBLE OFFICER** | **UNIVERSITY CONTACT** |
| *VP or Executive Director* | *Name of responsible office within the responsible officer’s area.* |
| **SUMMARY** | |
| *Insert Policy Abstract* | |
| **APPLICABLE TO** | |
|  | |
| **DEFINITIONS** | |
|  | |
| **AUTHORITY** | |
|  | |
| **STATEMENT OF AUTHORITY** | |
| *Insert Full Policy* | |
| **REFERENCED OR RELATED POLICIES** | |
|  | |
| **RELEVANT DOCUMENTS AND LINKS** | |
|  | |
| **History** | |
| **APPROVAL DATE:** XX/XX/XXXX  **EFFECTIVE DATE:** XX/XX/XXXX  **LAST UPDATED:** XX/XX/XXXX  **HISTORICAL DETAIL NOTES:**  **SOURCE:** | |
| **KEYWORDS** | |
|  | |