University Policy Adoption, Revision, or Withdrawal Form

I. POLICY STATEMENT
Subject and scope of the policy and what it is trying to accomplish, in one sentence, if possible.

II. POLICY PRINCIPLES
An expansion of the Policy Statement, this details the policy’s substance, namely its core provisions, obligations, or requirements.

III. EFFECTIVE DATE
Date citing the full-force of the University’s authority regarding the policy.

IV. APPLICABILITY
To whom does the policy apply (faculty, staff, students, units, visitors, etc)?

V. POLICY MANAGEMENT
Responsible Office: What office implements and administers the policy?
Responsible Executive: What person is primarily accountable to the policy’s authorization?
Responsible Officer: What person is primarily accountable in the policy’s administration?

VI. DEFINITIONS
Words that might be confusing, have different possible meanings, or are being used in a specific way.

VII. POLICY PROCEDURES
Details of how to make the policy work

VIII. SANCTIONS
What happens to violators, and who makes the decisions to sanction these violators.

IX. EXCLUSIONS
Any circumstances that might apply to excuse conformance with the policy

X. INTERPRETATION
Who says what the policy means and how to apply it (i.e. top ranking administrator(s))