**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** |
|  |