**Template for System-wide Policies[[1]](#footnote-1)**

*<Insert Policy Name Here>*

**Policy Information**

**Policy Sponsor:** [Official Title]

**Approved by:** [Official Title of Approval Authority]

**Date Approved:** xx/xx/xxxx

**Effective Date:** xx/xx/xxxx

**Date Amended (most recent):** xx/xx/xxxx

**Targeted Review Date:** xx/xx/xxxx

**Contact:** *Contact@email.edu**, first preference is for a resource mailbox.*

**Purpose**

Short statement indicating what objective the Policy is intended to achieve.

**Scope**

Specify the members of the System Community subject to the proposed Policy.

**Background (optional)**

Short paragraph providing context for the Statement of Policy.

**Statement of Policy**

Succinct statement of the System-wide Policy.

**Violations (optional)**

Identify any categories of sanctions that might apply for violating the proposed Policy. For example, sanctions could include disciplinary action taken by the System, as well as civil or criminal enforcement actions taken by the federal, state, or local government.

**Procedures**

Describe the steps necessary to comply with the policy.

**Definitions (optional)**

Define key terminology used in the Policy.

**Training (optional)**

Set forth training requirements and designate the office responsible for conducting or sponsoring the training.

**Forms, Tools and Additional Resources**

Provide links to additional information, such as a System website further explaining the Policy, or provide an office telephone number where people can obtain additional information about the Policy.

**Website Address for this Policy**

TBD

1. Existing System-wide Policies need not be reformatted to comply with this template unless and until their content is revised/updated/changed in any way. [↑](#footnote-ref-1)