Policy on XXX

I. **Policy Statement:** This section will define the campus’s position and expectations on a given issue or the Board of Trustees policy addressed by the document.

II. **Purpose:** This section will address what the policy or procedure intends to accomplish.

III. **Definitions:** This section lists specific terms and their standard meaning. These will be listed in alphabetical order.

IV. **Procedures:** This section will delineate the sequence of mandatory steps necessary to implement a policy (Board of Trustees or campus based), or to manage a University activity.

V. **Responsibility:** This section will specifically denote the University office and official(s) responsible for implementing the provisions of the document.

VI. **Attachments:** This section will list any supporting documents that are included with the policy or to be made available upon request.

VII. **Approval and Effective Date:** This section will specify the date in which the policy or procedure will take effect, the Chancellor’s signature, and the date in which it was approved and signed.

None

Approved: ________________________________   Date: __________________

Dr. Robert E. Johnson, Chancellor