

Policy on XXX

Policy Number	
Effective Date	
Responsible Office/Person	
Related Policies	
Additional History	This policy updates

- 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: _____
 Dr. Robert E. Johnson, Chancellor

Date: _____