**Policy Name (Arial Black 12) [Required]**

**Policy Background (Arial Narrow 11/Bold) [Required Section]**

Responsible Position for Policy: INSERT POSITION HERE (Director of X Office, Chair of X Department, etc.) (Arial Narrow 10/Underline)

Office/Department Responsible for Policy: INSERT OFFICE/DEPARTMENT HERE (East Asian Studies Department, Office of Financial Aid, etc.)

Division Responsible for Policy: INSERT DIVISION HERE (Student Life, Arts & Sciences, etc.)

Scope of Policy: (Who does this policy apply to?) STUDENT, STAFF, FACULTY, etc.

Original Issue Date: (MM/DD/YYYY) (If known, if not known insert today’s date or first known revision date)

Last Revision Date: (MM/DD/YYYY) (Date you are submitting this edited version)

Log of Previous Revisions: (MM/DD/YYYY) (All previous known revision dates)

**Table of Contents (Arial Narrow 11/Bold) [Optional]**

1. Name of Section...Page Number
   a. Name of Sub-section...Page Number
      i. Option for Additional...Page Number

**Policy Text : Required Format**

I. **Section**
   (A) **Subsection**
      (1) **Subsection**
         (a) **Subsection**
            (ii) **Subsection**

I. **Policy Purpose** (subject of the policy and a brief description of what it is trying to accomplish)

II. **Policy Statement** (each policy statement presents the intent and applicability of the policy, as well as mandated actions and constraints)

III. **Policy Scope/Eligibility** (to whom does the policy apply; i.e. administrators, faculty, staff, students, visitors, etc.)

IV. **Definitions** (words that might be confusing, have different possible meanings, or are being used in a specific way; words or phrases in the policy that may be unfamiliar to general readers, for example, SEVIS. Student and Exchange Visitor Information System, a government-run database schools are required to use to host F-1 students and maintain their immigration records.)

V. **Administration** (The responsible officer/senior administrator assigned to administer the policy. This individual is responsible for keeping the policy up to date and coordinating a detailed review at least once every 5 years; institutional guidelines to implement the policy)

VI. **Procedures** (needed information for executing use of the policy, including consequences for non-compliance; information that prescribes specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies)

VII. **Related Information** (Any applicable policies, appendices and links that relate to the policy and help to implement the policy.)
Other considerations for dissemination of information related to the policy

- Resources related to the policy (where do readers find out more information related to procedures connected to the policy; who on campus can they contact to find out more)
- Training (who should be trained on the policy and in what type of frequency; i.e. "...supervisors of students should be trained on an annual basis")
- Communication of policy to impacted parties

Approval Process [Required]

Frequency of Review: Insert Frequency of Review

Review Process: What position(s) is/are responsible for reviewing this policy and recommending revisions

Necessary Approval Constituents: INSERT APPROVING PERSONNEL (i.e Divisional Heads, Student Senate, GF, GFC, General Counsel)