

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
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Policy Text : *Required Format*

- I. Section
 - (A) Subsection
 - (1) Subsection
 - (a) Subsection
 - (ii) Subsection
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- 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. Policy Administration/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.*)
 - VI. **Responsible Officer/Senior Administrator** (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.)
 - 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
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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)