

# University Policy

## POLICY NAME: Primary means of identifying, locating, and referring to a policy.

## POLICY NUMBER: Unique identifier assigned by OARC. Leave this area blank.

| **Authority Title and Review Information:** | **Name and Date** |
| --- | --- |
| **Approval Authority:** | Senior administrator or governing body whose approval is required to adopt or revise a university policy |
| **Responsible Executive:** | University leader who is accountable for a specific policy. Responsible Executive may include the President, Executive Vice President, relevant Vice President, or other designated administrator to whom authority has been delegated. |
| **Responsible Office:** | University department, unit, college, or office accountable for a designated policy, including implementation, accuracy, routine review, and revision. |
| **Responsible Officer:** | Title in the Responsible Office that is responsible for developing or updating a specific policy and may respond to specific policy questions. |
| **Policy Category:** | Type of category the policy will be listed under the related catalog tab. Category options are**: Academics and Student Life; Administration and Operations; Ethics, Integrity and Compliance; Facilities and Safety; Finance; Health Services; Human Resources; Information Technology; Research and Outreach**. |
| **Effective Date:** | Date the policy was approved. |
| **Last Review Date:** | Date of the last policy review. |
| **Next Review Date:** | Date of next scheduled review; 3 years but not to exceed 5 years from last review date. |

**NOTE: To assist with document accessibility, use the Styles menu to create a hierarchy within your document, including list paragraphs. Do not change the heading styles already established within the template. All fonts, except font sizes already in place in the policy template, should be Arial 12.**

**Title the document with the Policy Title via the File menu (File; Info; Properties; Title).**

### I. POLICY STATEMENT

[Provide a brief statement of the University’s intent and purpose of the policy including a values statement where applicable and any legal or regulatory requirements the policy aims to address.]

### II. SCOPE

[Identify the members of the MSU Community the policy applies to.]

### III. DEFINITIONS

[Define any terms used in the policy that have a specialized or technical meaning. List in alphabetical order.]

### IV. POLICY

[Insert the policy in this section. Use standard outline format. Please start with a table of contents for policies that are complex and/or longer than 6 pages.]

### TABLE OF CONTENTS [Optional]

### V. POLICY PROCEDURES

[Insert the policy procedures in this section. These are the actions necessary to comply with a policy.]

### VI. VIOLATIONS

[Example: Employees or students who violate this policy may be subject to discipline. Additionally, consider specific language as it relates to reporting a possible violation as well as the range of potential discipline, sanction, or corrective action.]

### VII. RELATED INFORMATION AND ATTACHMENTS

[List (and provide any available hyperlinks to) related policies; any applicable legal or regulatory information; or any forms or templates, FAQ documents, or other information related to this policy.]

[NOTE: Embed link URLs (attach the URL in the background to a word or phrase using the Link function), also known as contextual links, rather than writing out URLs in the document.]

### VIII. HISTORY

[Document the history of issuance, approvals, and revisions of the policy in the table. For new revisions and where possible for historical revisions, note the part of the policy that was revised and reason for the revision.]

NOTE: OARC will complete the table below

| **Action** | **Description** |
| --- | --- |
| Issued: (no additional information needed in this section) | 1. [executive position/committee, month/date/year] 2. [month/date/year] |
| Approved by: (no additional information needed in this section) | 1. [committee, name, date] 2. [name] 3. [date] |
| Revised: (no additional information needed in this section). | 1. [committee/executive position title with name] 2. [month/date/year] 3. Revisions include section 2.2 … |