

# University Policy

## POLICY NAME:

## POLICY NUMBER:

| **Authority Title and Review Information:** | **Name and Date** |
| --- | --- |
| **Approval Authority:** |  |
| **Responsible Executive:** |  |
| **Responsible Office:** |  |
| **Responsible Officer:** |  |
| **Policy Category:** |  |
| **Effective Date:** |  |
| **Last Review Date:** |  |
| **Next Review Date:** |  |

### I. POLICY STATEMENT

### II. SCOPE

### III. DEFINITIONS

### IV. POLICY

### TABLE OF CONTENTS *[Optional]*

### V. POLICY PROCEDURES

### VI. VIOLATIONS

Employees or students who violate this policy may be subject to discipline.

### VII. RELATED INFORMATION AND ATTACHMENTS

### VIII. HISTORY

\*To be completed by the Office of Audit, Risk and Compliance

| **Action** | **Description** |
| --- | --- |
| Issued: |  |
| Approved by: |  |
| Revised:  |  |