# Policy Template

This template will assist with drafting and formatting university administrative policies. It contains descriptions of what information should be provided for each section of a policy.

## Notes:

* Each section of the policy should list top level headings with a roman numeral followed by a Section Heading and sub-section headings.
* List headings in the order shown under the example provided in the “Purpose” section.
* All policy documents use the font “Arial” size 12. Headings use “Arial” size 13.
* Start your document

# [Policy Document Title]

* **Related Documents:** Title of all related document(s) such as procedures, schedules, or forms, and links to the document(s).
* **Owner:** Owner’s role and/or department.
* **Approver:** Approver’s role such as Vice President Administration and Finance or Board of Governors.
* **Approval Dates:** Date of initial approval followed by date(s) of policy reviews where the Approver approved the changes.

## I.    Purpose

* Describe policy’s objective.

Format:

### Paragraph Header\*

#### Sub-section Header

##### Sub-sub section Header

###### Sub-sub-sub section Header

\*Consider numbering each paragraph for ease of reference.

## II.    Scope and Application

* Describe to whom or to what the policy applies.
* Note any excluded groups or areas if relevant.

[Insert same format as above]

## III.    Definitions

* Provide key terms, abbreviations, and acronyms associated with the policy.
* Include specific terms that are important to understand the policy.

[Insert same format as above]

## IV.    Policy

* Provide focused statements describing the intent, governing principles or desired results related to the stated purpose.
* Use simple, straightforward language.
* Include reference to applicable policy principles described in the Administrative Policy Framework.

 [Insert same format as above]

## V.    Roles and Responsibilities

* Identifies the roles and responsibilities of employees, students, or others, as related to the policy.
* Does not include a repetition of who the Owner and Approver is, unless the role has additional and specific responsibilities as related to the policy.

[Insert same format as above]