1. **Purpose**

Sets forth the reason the policy exists. Describe the problem or conflict the policy will resolve, and cite

any legal or regulatory reasons for this policy.

1. **Applicability**

Brief statement that identifies to whom (e.g., specific groups of people) University policy applies. Specify exclusions to clarify scope if needed.

1. **Definitions**

Define key terms that have specialized meanings in the policy. List alphabetically and include technical terms that readers may not understand.

**Example term:** Insert definition.

1. **Policy Guidelines**

This section contains details about the policy components.

**4.1 Main Topic 1**

 4.1.1

 4.1.2

**4.2 Main Topic 2**

 4.2.1

 4.2.2

1. **Procedures**

If included, this section prescribes specific actions to be taken to conform to established policy guidelines, allowing for the orderly implementation of policies. NOTE: Longer, detailed procedural descriptions are recommended as stand-alone documents (referenced by the policy), particularly if procedures may require more frequent updates.

* 1. **Main Topic 1**

 5.1.1

 5.1.2

**5.2 Main Topic 2**

 5.2.1

 5.2.2

1. **Enforcement**

If applicable, this section is used to outline the sanctions which may be taken in the event of non-compliance with the policy. When appropriate, it also includes instructions for reporting and resolving noncompliance with the policy.

1. **Related Documents**

Any applicable policies, procedures, and web links that relate to the policy and help implement the policy.

7.1 Related Regulations and/or Policies

7.2 Other Related Documents and/or Procedures

7.3 References

7.4 Frequently Asked Questions