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|  | ***POLICY TITLE****(Include the word Policy in the title)* |

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| --- | --- |
| **Policy #:** |  |
| **Policy Type:** |  |
| **Responsible Executive:**  |  |
| **Responsible Office:**   |  |
| **Originally Issued:** |  |
| **Latest Revision:** |  |
| **Effective Date:** |  |

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### I. Policy Statement

Explain the subject and scope of the policy and what the policy is trying to accomplish.

### II. Purpose of Policy

An expansion of the policy statement, this details the policy’s substance, namely its core provisions, obligations, or requirements.

### III. Applicability

To whom does the policy apply (faculty, staff, students, units, departments, visitors, etc.)?

### IV. Definitions

Thoroughly explain words that might be confusing, have different possible meanings or are being used in a specific way.

### V. Policy Procedure

Policies are often supported by documented procedures or guidelines. Procedures state what steps need to be taken, and in what order, to meet the policy requirement. Procedures include information as to the who, what, when and where of the policy. The more detailed information found in procedures or guidelines supports the more broadly stated information found in the policy. Therefore, documents containing procedures which support the implementation of the policy should be identified in this Section with links to the actual document included. As procedural content may evolve over time as new tools emerge and new processes are designed, it is recommended that the Responsible Office create and maintain procedures in a separate document.

### VI. Enforcement

Who is responsible for enforcement of the policy? If applicable the following should be answered: Who makes the decisions to sanction the violator? What happens to the violator?

### VII. Policy Management

Who is the responsible executive, the responsible officer and what is the responsible office which implements and administers the policy?

### VIII. Exclusions

Any circumstances that might apply to excuse conformance with the policy.

### IX. Effective Date

The date that this policy will be in full-force and effect.

### X. Adoption

This policy is hereby adopted on this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

Recommended for Approval by: Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Responsible Executive Name and Position)Dr. Ronald L. Berry, President

### XI. Appendices, References and Related Materials

This Section provides links to other related forms, guidelines, and University Policies; links to relevant federal, state, or local laws or regulations; links to Bylaws and Rules, and Policy and Procedure Memoranda of the Board of Supervisors for the University of Louisiana System; related reference(s) and link(s) to any related SACS-COC accreditation standards; or other documents relevant to the policy.

### XII. Revision History

This Section should include the initial approval date of the policy, as well as the dates of any substantive or “clerical” revisions to the policy. The effective date of each revision should be recorded along with a brief description of the changes*.*