

[Name of Policy]

Administrative Unit (AU) Leading Proposal	[Name of Department]
AU Staff Contact	[Name of Staff Contact]
Cabinet Official with Oversight of AU	[Name of Cabinet Official]
Date received by OGC	
Anticipated Publication Date Highlight <ul style="list-style-type: none"> Q1 – Effective date August 1st Q2 – Effective date January 1st IEP – Effective when published 	[Q1 – Draft to OGC should be received by Mar.1] [Q2 – Draft to OGC should be received by Aug. 1] [IEP – Interim Publication no more than 18 months]
Provide Rationale for <u>Interim Emergency Policy</u> (if applicable) [See Policy 1.1 for rationale]	
Proposed Policy No.	

1. Policy Statement (Purpose) [2-3 Sentences]

[Statement with an explanation of why this policy is being created and what the policy is about.]

2. Scope [1-2 Sentences]

[Statement with an explanation of who the policy applies to (e.g., faculty, staff, students, community).]

3. University Stakeholders who Reviewed Policy

[List of key campus stakeholders who were given an opportunity to review policy before cabinet meeting.]

Department	Title	Name

Additional information is provided in an attached addendum: Yes _____ No _____

1. OGC Approval	Signature: _____	Date: _____
2. Cabinet Official Approval	Signature: _____	Date: _____
3. Chief of Staff Approval (Cabinet Review)	Signature: _____	Date: _____
4. Chancellor Approval	Signature: _____	Date: _____

Name of Policy

1. Purpose ([Mandatory section for all policies])

ABC

ABC

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2. Scope ([Mandatory section for all policies])

3. Definitions ([Only include section if needed])

ABC

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4. [Content Subheading]

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5. [Content Subheading]

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6. [Content Subheading]

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Related University Policies

([Only include section if needed])

Additional References

([Only include section if needed])

Administrative Unit Contact		
[Department]	[Telephone]	[URL/Email]
Other University Contacts		

History

Issued: [MM/DD/YYYY]
Last Revision: [MM/DD/YYYY]
Last Technical Correction: [MM/DD/YYYY]
Last Review: [MM/DD/YYYY]
Retirement: [MM/DD/YYYY]