|  |  |
| --- | --- |
| **1.0** | **POLICY STATEMENT** |
|  |
| 1.1 | [Click to Enter Text Here] Describe what the policy is meant to achieve; the requirement(s) of the University community that the policy establishes |
|  |
| **2.0** | **PURPOSE** |
|  |
| 2.1 | [Click to Enter Text Here] Describe the need for the policy |
|  |
| **3.0** | **APPLICABILITY** |
|  |
| 3.1 | [Click to Enter Text Here] Describe who the policy applies to; who needs to comply with the policy |
|  |
| **4.0** | **DEFINITIONS** |
|  |
| **[Click to Enter Term Here] Define key terms that are used in the policy** |
| [Click to Enter Definition Here] |
|  |
| **[Click to Enter Term Here]** |
| [Click to Enter Definition Here] |
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|  |
| **5.0** | **POLICY ELEMENTS** |
|  |
| 5.1 | **[Click to Enter Text Here] Set out the conditions and restrictions of the policy; roles and responsibilities.**  |
|  |
|  | 5.1.1 | [Click to Enter Text Here] |
|  |
|  | 5.1.2 | [Click to Enter Text Here] |
|  |
|  | 5.1.3 | [Click to Enter Text Here] |
|  |
|  | 5.1.3.1 | [Click to Enter Text Here] |
|  |
|  | 5.1.3.2 | [Click to Enter Text Here] |
|  |
| 5.2 | **[Click to Enter Text Here]** |
|  |
|  | 5.2.1 | [Click to Enter Text Here] |
|  |
|  | 5.2.2 | [Click to Enter Text Here] |
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|  | 5.2.3 | [Click to Enter Text Here] |
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|  | 5.2.3.1 | [Click to Enter Text Here] |
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|  | 5.2.3.2 | [Click to Enter Text Here] |
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| 5.3 | **[Click to Enter Text Here]** |
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|  | 5.3.1 | [Click to Enter Text Here] |
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|  | 5.3.2 | [Click to Enter Text Here] |
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|  | 5.3.3 | [Click to Enter Text Here] |
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|  | 5.3.3.1 | [Click to Enter Text Here] |
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|  | 5.3.3.2 | [Click to Enter Text Here] |
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| 5.4 | **[Click to Enter Text Here]** |
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|  | 5.4.1 | [Click to Enter Text Here] |
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|  | 5.4.2 | [Click to Enter Text Here] |
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|  | 5.4.3 | [Click to Enter Text Here] |
|  |
|  | 5.4.3.1 | [Click to Enter Text Here] |
|  |
|  | 5.4.3.2 | [Click to Enter Text Here] |
|  |
| **6.0** | **ASSOCIATED PROCEDURES** |
|  |
| * [Click to Enter Text Here] List titles of the procedures that relate to the policy and that specify the action steps required to meet policy requirements
 |
|  |
| * [Click to Enter Text Here]
 |
|  |
| * [Click to Enter Text Here]
 |
|  |
| * [Click to Enter Text Here]
 |
|  |
| **7.0** | **RELATED POLICIES, FORMS, AND OTHER DOCUMENTS** |
|  |
| * [Click to Enter Text Here] List related University policies, legislation, and forms/templates, etc.
 |
|  |
| * [Click to Enter Text Here]
 |
|  |
| * [Click to Enter Text Here]
 |
|  |
| * [Click to Enter Text Here]
 |
|  |
| **8.0** | **ACCOUNTABILITY** |
|  |
| **Policy Sponsor** |
| [Click to Enter Text Here] Name the Executive Officer who is ultimately responsible for the subject matter of the policy |
|  |
| **Responsible Office** |
| [Click to Enter Text Here] Name the University department, unit or division who is responsible for administering the policy |
|  |
| **9.0** | **HISTORY** |
|  |
| **Relevant Dates** |
|  |
| Approved: | **YY.MM.DD** |
|  |
| Effective: | **YY.MM.DD** |
|  |
| Next Review: | **YY.MM.DD** |
|  |
| **Modification History** |
|  |
| **YY.MM.DD:** | [Click to Enter Text Here] Summary of the changes made |
|  |
| **YY.MM.DD:** | [Click to Enter Text Here] |
|  |