**Policy Title**

# Policy Number *[Faculty Council Office can assist with numbering]*

**About This Policy**

**Effective Date:**

*Date*

**Last Updated:**

*Date*

**Administering Office:**

*Office with supervision for this policy*

**Related Information**

*List any other policies, forms, documents or information that should be cross-referenced such as legal or regulatory information.*

## Scope

Who is affected by this policy or needs to read it. This is a required section.

## Policy Statement

State the policy here. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. This is a required section.

## Policy Summary

This section should include a brief 1-3 sentences summarizing in plain language what the policy does and the impact it may have. This is a required section.

## Procedures

Include the means by which the policy is carried out. Link or explain any relevant procedures here and organize by table or narrative. This is an optional section.

## Definitions

Define any specialized terms used in the policy. This is an optional section.

## Sanctions

Describe the appropriate sanctions, if any, such as disciplinary action of employees or students and/or civil or criminal penalties. This is an optional section.

## History

The Faculty Council Office will keep a record of previous versions of the policy in this section.