**Policy Title**

Figure 1- Indiana University Seal—only approved university-wide policies may use the seal

# Policy Number *[UCPO can assist with numbering]*

**About This Policy**

**Effective Date:**

*Date*

**Date of Last Review/Update:**

*Date*

**Responsible University Office:**

*Office with supervision for this policy*

**Responsible University Administrator:**

***Highest ranking university officer for this area (i.e. VP)***

**Policy Contact:**

***Person (or office) to contact with questions/issues***

***(include email address)***

## Scope

Who is affected by this policy or needs to read it.

## 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. If viewers read only this section, they will know what the policy is and how it extends to the university. How-to procedures can be elaborated in the Procedures section.

## Reason for the Policy

This section should include the reason or rationale for the policy, may describe the problem or conflict that the policy will resolve and may include reference to regulatory or legal reasons for the policy.

[NOTE: The following sections- Procedures, Definitions, Sanctions, Forms, Related Information, and Additional Contacts may be omitted if those categories do not apply to a specific policy.]

## Procedures

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

## Definitions

Define any specialized terms used in the policy.

## Sanctions

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

## Additional Contacts

Include:

Subject, Name of Contact, Phone, Email address

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| --- | --- | --- | --- |
| ***Subject*** | **Contact** | **Phone** | **Email** |
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## History

Include information about previous policy versions or whether this policy replaces an existing policy.

**Related Information**

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

(This area should not contain explanatory text in this section- only a list of titles and/or links.)