

## Appendix B. Policy Template

### Academic Policies and Procedures

A standard policy template for University policies ensures clarity and consistency. University policies will be written and maintained following the basic format described below:

Policy Name:	Date Approved:
Policy Category:	Date Effective:
Policy Number (if applicable)	Date Last Revised/Reviewed:
Approval Authority:	Review Cycle:
Responsibility:	

- Purpose/Policy Statement
- Scope
- Definitions
- Procedure

\*Under the section for “Responsibility” please list the Responsible Officer (preferable) or Department.

\*At the bottom of the policy the revision history should be listed in italics. For example:

*Revision History:*

*Approved by the Provost on September 25, 2015. Edited to reflect (fill in the blank) on September 20, 2014. Revised and approved by the Provost on February 12, 2012. Formatting updated August 1, 2013*