



**Office of the President  
University Policy**

**SUBJECT:**

NAME OF POLICY

**Policy Number:**

**Effective Date:**

**Responsible Authority:**

Vice President, \_\_\_\_\_

**APPLICABILITY:**

**POLICY STATEMENT:**

**DEFINITIONS:**

**RESPONSIBILITIES:**

**PROCEDURES:**

**RESPONSIBLE AUTHORITY:** Vice President, \_\_\_\_\_

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**POLICY APPROVAL**

(For use by the Office of the President)

Policy Number: \_\_\_\_

*Responsible Authority*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*Policies & Procedures Committee Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*President*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

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Executed signature pages are available in the Office of Compliance and Ethics

**Instructions for Drafting University Policies:**

Use the form below to draft or revise a University policy. Please use Arial in 11 pt font size. You are not limited to the spacing that appears on the form. Draft policies ready for review by the UPPRC should be sent via e-mail as a Word document attachment to the CCO.