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| **Applies to:**(Students, faculty, employees, visitors, etc.)  | **Original Policy Date:** (The date on which the policy was initially adopted) | **Date of Last Review:**(Last revision or review date) | **Approved By:** |

**Policy Title**

Identify the subject/purpose of the policy as concisely as possible.

Policy Owner: Specify the name of the unit, department or office that is responsible for the policy and its administration.

**Policy Purpose**

State the reason, goal and/or intent of the policy and the university needs that are addressed. This could include compliance with laws or regulations, operational efficiency, risk reduction, furthering the university mission, etc.

# Policy Scope

Specify to whom or what the policy applies and note any exceptions.

Please remember to consider all university sites, modalities, and types of students, staff, and faculty.

# Policy Statement

State the policy as concisely as possible, focusing on the action that is mandated or limited.

# Procedures/Guidelines

Include relevant procedures or guidelines integral to implementing and/or complying with the policy. When guidelines are referred to, they should refer or link to an external guideline document that is housed on a central page under each policy authority.

# Definitions *(if applicable)*

List specialized or technical terms that might not be general knowledge, terms specific to this policy, and any compliance-related definitions.

# Compliance Reference *(if applicable)*

If this policy is to ensure compliance with a law, regulation, or accreditation standard, please note that here.

Examples: Family Educational Rights and Privacy Act (FERPA), SACSCOC Standard 1.1, etc.

# Responsibilities

Summarize roles and responsibilities involved.

Provide a high-level view of how implementation/compliance will be carried out and any resources (financial, physical, technological, etc.) that are needed.

# Enforcement *(if applicable)*

State the consequences for violating the policy.

Note: If there are no identifiable consequences this section will be omitted.