**Policy Title**

1. **Purpose**

State a reason or rationale why the policy is needed, such as legal or regulatory requirement, risk mitigation, or general principle the university community must follow.

1. **Policy**

**2.1 Main Topic**

Summarize all responsibilities of the university parties and offices named in the policy and including top level procedures necessary for compliance with the policy.

1. Subtopic

Include text here.

1. Subtopic

Include text here.

1. Subtopic

Include text here.

* 1. **Main Topic**

1. Subtopic

Include text here.

1. Subtopic

Include text here.

1. Subtopic

Include text here.

1. **Implementation**
   1. **Definitions**

Include key definitions, if needed.

* 1. **Subtopic**

Include process descriptions.

1. **Related Policies and Procedures**

In addition to the policy defined above, please complete the following:

Policy #: If known.

Policy Owner: Individual responsible for the content of this policy.

Executive Sponsor: Member of the President’s Council responsible for this policy.

Approved by President’s Council: Date approved by President’s Council, if known.