

UNIV 1.00: APPENDIX 2

UNIVERSITY POLICY TEMPLATE

(1" margins; Times New Roman 12 point font; new language indicated by green underlined text; language marked for deletion by ~~strikethrough text.~~)

NUMBER: XXXX #.##

SECTION:

SUBJECT:

DATE: XXXX XX, XXXX (original date of policy)

REVISED: XXXX XX, XXXX *[if applicable]*

Policy for: XXXXXXXXXXXX

Procedure for: XXXXXXXXXXXX

Authorized by: XXXXXXXXXXXX

Issued by: XXXXXXXXXXXX

I. Policy

[introduction or preamble]

A. XXXXXXXX

1. XXXXXXXX

 a. XXXXXXXX

 b. XXXXXXXX

2. XXXXXXXX

3. XXXXXXXX

B. XXXXXXXX

II. Procedure

A. XXXXXXXX

1. XXXXXXXX

2. XXXXXXXX

a. XXXXXXXX

b. XXXXXXXX

B. XXXXXXXX

III. Related Policies

See also:

[list any related policies or manuals]

IV. Reason for Revision

[if applicable]

V. Appendices

[if applicable]