

**[AMERICAN UNIVERSITY POLICY TEMPLATE:** All sections are mandatory unless otherwise specified. Delete this and other bracketed instructions as you complete the template.]

# University Policy: [Insert Title Here]

**Policy Category:** [Insert category here; see list of categories in Procedures]

**Subject:** [Insert brief subject here]

**Responsible Executive:** [Insert Responsible Executive’s title here]

**Office(s) Responsible for Review of this Policy:** [Insert office name here]

**Supplemental Documents:** [Insert list to applicable Procedures, references, and/or related documents here] **Related University Policies:** [List all related policies here]

## SCOPE

[Identify the parties governed by the Policy]

## POLICY STATEMENT

[State purpose of the Policy and the statement of philosophy, position, rule, regulation or direction]

## DEFINITIONS

*Unique Term:* [List name, meaning and interpretation of term (optional element)]

## POLICY

### Section Subtitle

[Description of the actual Policy covering topics which include: duties assigned to responsible parties and other parties as necessary; other information specific to a particular Policy subject as needed; and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.]

### Section Subtitle

#### Section Subtitle

##### Section Subtitle

## EFFECTIVE DATE AND REVISIONS:

This Policy is effective as of