I. PURPOSE AND SCOPE

 Statement of the rationale for the document, including reference to related higher regulations or policies, if applicable. A definition of the particular scope of applicability should be included where appropriate.

II. POLICY

A concise statement of the principles which form the basis of the policy. (Exists only in MAPPs written to address university-specific issues.)

III. DEFINITIONS

Definitions of critical terms used in the document.

IV. SUPPORTING POLICY INFORMATION

Additional sections outlining the details of the policy, including roles and responsibilities, as required.

V. PROCEDURES

Procedures will outline steps to be followed for implementing the given policy.

A.

 1.

 a.

 b.

 2.

 a.

 b.

B.

 1.

 a.

 b.

 2.

 a.

 b.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: AVP responsible for implementing and monitoring policy

 Review: Review schedule

VII. APPROVAL

 VP responsible for oversight of policy

 President

 Date of President’s Approval:

VIII. REFERENCES

A list of related documents and/or resources.