|  |  |
| --- | --- |
| Authority: | What are the internal/external requirements or regulations that necessitate this policy? |
| Scope: | To whom specifically does this policy and its requirements apply to? |
| Policy Owner/Campus Contact: |  |

# Purpose of Policy

[Statement- Compliance with external requirement(s), University need?]

# Key Terms & Definitions

# Policy

# Roles & Responsibilities

# Procedures

[Do not include procedural language in this section. Instead, link to departmental website which houses relevant procedural documents]