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

Insert Policy Title Here

[The Policy Title is the primary means of identifying, locating and referring to a policy. The title assigned to the policy should be clear and concise and accurately reflect the policy content. Refrain from using “Purdue,” “University,” “policy” or acronyms in the title.]

Volume ­­\_: [University Policy Office will complete]
Chapter \_: [University Policy Office will complete]
Responsible Executive:
Responsible Office:
Date Issued: [University Policy Office will complete]
Date Last Revised: [University Policy Office will complete]

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## CONTACTS

[The first table must list the main contact for “Policy Clarification” (usually the Responsible Office). Tables for additional contacts (e.g., campus specific questions, subject matter experts) may be added. Reference each contact by position title or office. Provide an office telephone number and either a URL to a webpage with contact information or a departmental email address; individual names and email addresses may not be used.]

|  |
| --- |
| **Policy Clarification** |
| Title/Office | Telephone | Email/Webpage |
|  |  |  |

## STATEMENT OF POLICY

[State the requirement or provision that the policy is placing on or extending to the University or campus community. Describe what is expected of the member of the community. Do not include or describe “how-to” procedures.]

## REASON FOR THIS POLICY

[Sets forth the reason the policy exists. Describe the problem or conflict the policy will resolve, and cite any legal or regulatory reasons for this policy.]

## INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

[Identify individuals and/or units affected or governed by this policy.]

## EXCLUSIONS

[List units, persons or situations not covered or governed by this policy. If no exclusions apply, state “None.”]

## RESPONSIBILITIES

[List the responsibilities, using the format below, of all university/campus parties and offices. Entries in this section typically are requirements (not recommendations) that are essential to the administration and/or compliance of the policy.]

Example:

**University Policy Office** (Party or office with responsibilities in bold type)

* Maintain a policy template. (Responsibility)

## DEFINITIONS

All defined terms are capitalized throughout the document. Additional defined terms may be found in the central [Policy Glossary](http://www.purdue.edu/policies/glossary.html).

[The above paragraph stays in the policy when the template is being used for a System-Wide Policy. Use this section to define terms that have specialized meanings in the policy. List terms alphabetically using the format below.]

Example:

**Template** (Word to be defined in bold type)
The official format for policies and supporting documents as maintained by the UPO to facilitate consistency, clarity and conciseness. (Definition)

## RELATED DOCUMENTS, FORMS AND TOOLS

[List and link to related policies, standards, procedures and other internal or external documents that provide helpful, relevant information. Include links to forms or tools that are required for compliance with the policy. Forms referenced in System-Wide or Campus Policies should include a version date to assure the most current version is used.]

## WEBSITE ADDRESS FOR THIS POLICY

[University Policy Office will complete.]

## HISTORY AND UPDATES

[Provide the history of promulgation and revision of the policy. The University Policy Office will finalize this section for System-Wide Policies.]

## APPENDIX

[Appendices are used for informational material that is helpful, but not directly related to the implementation of the policy. State, “There are no appendices to this policy” if such is the case.]