**Policy Template**

*To complete this form, you will need to download the document and open in Word.*

**Policy Number and Name:**

**Policy Sponsor:**

**Owner:**

**Adjudication Process**

1. **Presented to Faculty Senate** (check all that apply)

[ ]  Communication/Feedback only on (insert date):

[ ]  Approved on (insert date):

[ ]  Not Approved. If not approved, use this space to document all dates the policy is voted on until it is approved. Once approved, leave all the dates in this box, but update to “Approved” with the final approval date:

1. **Presented to University Council** (check all that apply)

[ ]  Communication/Feedback only on (insert date):

[ ]  Approved on (insert date):

[ ]  Not Approved. If not approved, use this space to document all dates the policy is voted on until it is approved. Once approved, leave all the dates in this box, but update to “Approved” with the final approval date:

1. **Presented to President’s Council** (check all that apply)

[ ]  Communication/Feedback only on (insert date):

[ ]  Approved on (insert date):

[ ]  Not Approved. If not approved, use this space to document all dates the policy is voted on until it is approved. Once approved, leave all the dates in this box, but update to “Approved” with the final approval date:

**Date Implementation will begin** (see Implementation Checklist - at the proposal stage, this will be an estimate):

*Items with processed by an asterisk ( \*) are included for the governance process but will not be published in the Policy and Procedure Manual.*

**\*Brief Background** (limit to 150 words):

**\*Stakeholders Consulted** (e.g., committee, departments, individuals):

**Policy:** [This section is where the content of the policy is written. Be sure to state any conditions or restrictions after the general rule, with clear explanations of when those conditions apply (i.e., use “must” or “must not” or “will” or “will not” terms in this section.]

**Purpose:** [This section briefly explains why this policy exists and provides a summary of what the policy is intended to accomplish. For example: “This Policy is intended to protect the integrity and reputation of United States University.”]

**Procedures:** [When printed in the PPM, the procedures will follow the format in the sample below. However, as this document does not allow for indentation, it will be left justified.]

1. Text
	1. Text
		1. Text

**Scope:** [This section designates who the policy applies to. For example: “This policy applies to (current students, USU employees, all USU constituents, etc.).” ]

**Documents and Forms:** [You will provide the forms as separate documents, but list them by name, here. If there are none, type “None”.]

**\*1. What other policies may be impacted and how?** (work with relevant stakeholders to identify how the proposed policy/changes may impact other policies)

**\*2. What Offices or Departments will require training and how will the training occur?** Include what training materials will need to be created (e.g., job aid, video, etc.)

**\*3. Notification strategy.** In this section, detail how impacted groups (students, faculty, staff) will be notified of the new or revised policy.

**\*4. Frequently Asked Questions:** (Anticipate questions that will result from this policy and how they will be answered here. Consider defining how the policy applies in unusual circumstances or challenges the policy may face and address them here. Think of the types of questions that a new employee or student may have about the policy. You may consider finding someone who is outside the Office/Department or who is not a subject matter expert and ask them to review the policy and if they have any questions or require clarification. For the initial proposal these will likely be in draft form and iterate as the policy moves through the process.)

**\*5. Will this policy require change in any of the following (check all that apply):**

[ ]  A Handbook (link to Handbook):

[ ]  Catalog (link to section or sections):

[ ]  Website (link to page or pages):

[ ]  Student Information System (specify where):

[ ]  Learning Management System (specify where):

[ ]  New Student Orientation (specify section or sections):

[ ]  Curriculum (specify courses, where in courses, and/or syllabi):

[ ]  Any other forms or documents (list):

[ ]  Any other systems (list):