**University Policy Content Template**

To submit a Policy proposal, please complete the following template and send it to the [University Policy Office](mailto:university-policies@andrew.cmu.edu). If you have questions about any items in this template, please contact the University Policy Office for clarification before submitting.

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| **Policy Title**  *Official title of Policy* | Click or tap here to enter text. |
| **Policy Owner**  *The university official charged with the overall responsibility for creating, implementing, and updating university Policies in their area of jurisdiction. Typically, the office of the president, provost, or a vice president.* | Click or tap here to enter text. |
| **Responsible Office**  *The office charged with the responsibility for creating, implementing, and updating a university Policy at the direction of the Policy owner.* | Click or tap here to enter text. |
| **Contact Information**  *Indicate the university office(s) that can answer specific questions regarding the Policy.* | Click or tap here to enter text. |
| **Pertinent Dates** | *Policy Office will add this information.* |
| **Approved By** | *Policy Office will add this information.* |
| **Entities Affected by this Policy**  *Specify those impacted by your Policy.* | Click or tap here to enter text. |
| **Who Needs to Know About this Policy**  *A brief statement should be provided indicating who should observe the Policy, who may be affected by the Policy, and/or who should understand the Policy in order to perform their job.* | Click or tap here to enter text. |
| **Definitions**  *Provide glossary to define terms that may be unfamiliar or have a specialized meaning in the Policy.* | Click or tap here to enter text. |
| **Forms/Instructions** *List forms the reader must use to comply with the Policy with an explanation of the purpose of each form, and a hyperlink to the applicable form(s), if available. If this is a new form, please provide to Policy Office for review.* | Click or tap here to enter text. |
| **Related Information**  *Other items or Policies, if any, which are relevant to the Policy that the reader should be familiar with.* | Click or tap here to enter text. |
| **Reason for Policy/Purpose**  *State the primary purposes of the Policy (e.g., the problem or conflict the Policy addresses; legal or regulatory compliance reasons for the Policy).* | Click or tap here to enter text. |
| **Abstract**  *Provide a* very brief*overview of the Policy.* | Click or tap here to enter text. |

**Policy Statement**

*This is the main section of the Policy, beginning with a concise statement of the university's position on the subject matter and may state who should follow the Policy, when the Policy applies, and list any major conditions or restrictions. The text of the Policy should describe applicable procedures and the means by which the Policy is implemented or enforced. Language should be clear and concise and contain sufficient information on the subject without being excessive in length.*

Click or tap here to enter text.