**“Clayton State University Policy Template”**

**Title of Policy**

**Type of Policy:** [i.e. Administrative or Student]

**Policy No:** [TBD]

**Effective Date:** [policy enacted]

**Last Reviewed Date:** [date here]

**Next Review Date:** [from date of review]

**Administrative Officer:** [Department Head/division/unit]

**Policy Owner:** [Department/division/unit]

**Contact Name:** [Who wrote policy]

**Contact Title:** [title of contact]

**Contact Email:** [email address]

**Reason for Policy:**[Generally, two to four sentences, the “Reason for Policy” cites the university’s commitment to a value or mission, why the policy must exist, the problem, risk, or conflict the policy seeks to address, and/or cites any legal, regulatory, stewardship or other requirement the policy aims to meet.]

**Policy Statement:**[States the policy’s intent, who must follow the policy, when the policy applies, and any mandated actions or constraints. It doesn't describe procedures. While this is sometimes the same policy statement that appears on the policy plan approved by the Policy Committee, it may change during the development of the final draft policy.]

**Policy Scope:**[List persons who must understand the policy in order to do their jobs.

Examples:

• All members of the university community

• All regular staff members

• Deans, directors, and department heads

• Unit human resource representatives]

**Policy:** [Defines the university policy to be enacted]

**Procedures:**   
[(PSG)-Policy/standards/guidelines: A university policy must contain some procedures for compliance that outline how the policy’s requirements will be met. Procedures should be listed in the order in which they are carried out. If there is no order, procedures will be listed alphabetically.

The specific procedure titles should be listed here - for example

**Data Access**

State procedure

**Student Conduct**

State procedure

**Definitions:**   
[List unique terms that, by being defined, would add to the reader's understanding of the basic policy or procedures. Define unfamiliar or technical terms. Define terms with special meanings. Definitions will be posted in alphabetical order.]

**References/Sources:**[List information that supports the specific policy. These documents may be internal or external to the University, such as references to state or federal laws. Common examples are:

• Associated Board of Regents policies.

• Other university policies or procedures that relate to this specific policy.

• Relevant Legislation (federal/state) associated/referenced with the policy.

The list of related information will be displayed in an order defined by the policy owner, typically in order by importance or level of involvement in the policy.]

**Policy History:**

|  |  |  |
| --- | --- | --- |
| Revision Date | Author | Description |
| [date revised] | [who changed] | [what changed-i.e. reviewed no changes] |
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