

In an effort to make the University's body of policy more accessible and more coherent, the Office of Academic Affairs has created a policy template. All new policies should be developed using this template.

Additionally, existing policies will be reviewed over time and converted into the template form. This process may mean that policies will be sent to the appropriate recommending/approving bodies for review.



Eastern Kentucky University
Policy Library

Policy Name

Policy #.#.#

Volume #, Volume Title

Chapter 1, Chapter Title

Section 1, Policy Name

Approval Authority:

Responsible Executive:

Responsible Office(s):

Issued:

Revised:

Policy Statement

This will contain the actual policy statement. It is in Verdana 9 pt.

Purpose

This section explains the purpose of the policy.

Entities Affected by the Policy

-

Who Should Read the Policy

-
-
-
-

Policy Background

This section provides the background of the policy development. In some cases, this section may be unnecessary. Simply put an NA if that is the case.

Definitions

Definition. Definitions and terms should be in Verdana 8 pt. Term should be in bold.

Term

Define any terms that may aid in the understanding of the policy.

Term

Term

Term

Term

Term

University

Eastern Kentucky University

Responsibilities

Responsible Entity	<ul style="list-style-type: none">• This section should contain bulleted lists of responsibilities for each person, committee, or entity affected by the policy.• This section is in Verdana 8 pt.
Responsible Entity	<ul style="list-style-type: none">•
Responsible Entity	<ul style="list-style-type: none">•
Responsible Entity	<ul style="list-style-type: none">•
Responsible Entity	<ul style="list-style-type: none">•
Responsible Entity	<ul style="list-style-type: none">•

Procedures

Procedure	This section will describe procedures necessary for policy compliance. This section is in Verdana 8 pt.
Procedure	
Procedure	
Procedure	
Procedure	
Procedure	
Procedure	

Violations of the Policy

This section describes consequences of violation of the policy. These consequences may range from mild to severe and from internal to external.

Interpreting Authority

- Executive who has the authority to interpret the policy when questions arise

Relevant Links

This section can be used, if necessary, to link to internal or external documents or information. Put NA if it is not applicable.

Policy Adoption Review and Approval

This section lists the bodies/individuals that reviewed and/or approved the policy as well as the dates of the review/approval.