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.
Policy Name

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

Format Adapted from Cornell University
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

University  Eastern Kentucky University
Responsibilities

Responsible Entity

• 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

Responsible Entity

Responsible Entity

Responsible Entity

Responsible Entity

Procedures

Procedure

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

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.