|  |  |  |  |
| --- | --- | --- | --- |
| Policy Number: | [Policy Number] | Effective Date: | [Effective Date] |
| Policy Title: | [Policy Title] | Revised Date(s): | [Revised Date(s)] |
| Policy Type: | [ ] Board[ ] Administrative[ ] Academic[ ] Student[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Contact: | [Contact Name][Contact Office] |
|  |  |  |  |
| **Policy Statement** |
| [Policy Statement; concise] |

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| Purpose: | [Why is the policy necessary?] |
| Procedure: | [How will the policy be implemented?] |
|  |  |
| Scope: | [To whom does this policy apply?] |
| Exclusions: | [Is anyone exempt?] |
| Enforcement: | [Are there any sanctions?] |
| Publication: | [How will this policy be published/disseminated?] |
| Duration: | [How long is this policy in effect?] |
| Review Period: | [When / how it is to be reviewed?] |
| Definitions: | [Note any necessary definitions] |
|  |  |
| SACSCOC: | [Does this relate to any SACSCOC standards?] |
| Accreditation: | [Does this relate to any specialized accreditation standards? List organization and standard] |
| Related Forms, Policies, or Tools: | [Are there any cross-references to note?] |

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| *To determine approval level, please consult your respective Vice President.* |

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| **Reviewed By:** | Name | **Title:** | Title | **Date:** | Date |
| **Approved By:** | Name | **Title:** | Title | **Date:** | Date |
| **Last Reviewed By:** | Name | **Title:** | Title | **Date:** | Date  |
|  |  |  |  |  |  |
| **Keywords (up to 8):** |  |  |  |

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| --- | --- |
| **Change History** |  |
| **Version** | Description | Date | Author |
| 1.0 | [Brief description of change] | [Month/Year] | [Name] |