**Operational Policy Draft Template**

**(Writing the Policy)**

*Policy proposals must be complete and adhere to the format below*

**Responsible Executive: \_\_\_\_\_\_\_\_\_\_\_\_**

**Responsible Administrator: \_\_\_\_\_\_\_\_**

**Scope: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**REVISION AND REVIEW HISTORY**

**First Adopted: \_\_\_\_\_\_\_\_\_\_\_**

**Amendment: (most recently approved amendment should be first)**

**Last Cyclic Review:**  \_\_\_\_\_\_\_

**ARP \_\_\_##\_\_\_**

**TITLE \_\_\_\_\_\_\_\_**

1. **AUTHORITY AND PURPOSE**

Text

**Header 1**

Text

**Header 2**

Text

1. **KEY POLICY STATEMENT(S)**

A policy statement communicates the expectations of employee, student, and individual using university resources. It sets direction and defines the intended audience. An introductory paragraph sets the context for the policy, different than the purpose for the policy.

**A key policy statement:**

* Identifies who is subject to the policy requirements and situations in which they apply.
* Describes actions required or prohibited
* Describes exclusions or special situations
* Internal controls should be reflected within key policy statement(s). The specific control processes are reflected within the key process elements in 3. below.
  1. **Statement**
  2. **Statement**
  3. **Statement**

*Continue numeric sequencing as needed*

1. **KEY PROCESS ELEMENTS**
   1. **Key Process**
   2. **Key Process**
   3. **Key Process**

*Continue numeric sequencing as needed*

**Include as a Key Process:**

* Overview of any hearing or appeal process (required element) or internal control process(es) necessary to achieve statements above (*e.g. approvals required*)
* Cyclic Review (is required as a key process element)

1. **DEFINITIONS**
   1. **Term:**
   2. **Term:**
   3. **Term:**
   4. **Term:**
2. **CROSS REFERENCES**

**5.1 Administrative Procedures:**

**5.2 Applicable Federal law/regulation:**

**5.3 Applicable State law/regulation:**

**5.4 Related Policies (RPM or ARP):**

1. **RELATED INFORMATION**

**Related Information:** Contact the XXXX office for additional information not covered in this policy and for the corresponding Administrative Procedures.

**Responsible Office and Position Title:**

**Direct Line:** **Email:**

**Responsible Office and Position Title:**

**Direct Line:** **Email:**

May list specific office(s) responsible for carrying out key processes