

|  |  |
| --- | --- |
| Policy Title | [Title] Policy |
| Issue Date | [Date Policy Signed by President] |
| Effective Date | [Date Policy Posted on Policy Portal] |
| Last Updated | [Effective Date or Date of Most Recent Update] |
| Responsible Office | [Office Name] |
| Contact Information | [Contact Office or Position Title]  Phone: [Contact KSU Phone Number]  Email: [Contact KSU Email Address] |

1. **Policy Purpose Statement**

[A brief statement of the purpose of the policy.]

1. **Background**

[A concise description of the relevant context for the policy.]

1. **Scope (Who is Affected)**

[A brief statement of who must comply with the policy (e.g., employees, students, staff, faculty, guests, vendors, contractors, retirees, alumni).]

1. **Exclusions or Exceptions**

[A statement of exclusions and exceptions, if appropriate.]

1. **Definitions and Acronyms**

[A list and definitions for applicable terms and acronyms (i.e., **Policy Portal:** The official public website used to disseminate all approved KSU policies.).]

1. **Policy (For review and feedback by shared governance groups)**

[A concise, direct statement of the policy that does not repeat information found in associated policies, regulations, procedures, and/or forms.]

Insert Policy Here… For new policies, please insert the language here. If the submission is a revision please include the original language with any changes inserted via track changes.

1. **Associated Policies/Regulations (Enter NA if not applicable)**
2. [Title and URL of a directly related policy or regulation (e.g., KSU, Board of Regents, State of Georgia, United States of America).]
3. [Title and URL of a directly related policy or regulation (e.g., KSU, Board of Regents, State of Georgia, United States of America).]
4. **Procedures Associated with this Policy (Enter NA if not applicable)**
5. [Title and URL of procedures that follow from or are associated with the policy.]
6. [Title and URL of procedures that follow from or are associated with the policy.]
7. **Forms Associated with this Policy (Enter NA if not applicable)**
8. [Title and URL of forms that follow from or are associated with the policy.]
9. [Title and URL of forms that follow from or are associated with the policy.]
10. **Violations (Enter NA if not applicable)**

[A description of consequences for violation of the policy, including the office that will manage the violation.]

1. **Review Schedule**

[Office or Position Title] will review the [Title] Policy [Timeframe (e.g., semiannually, annually, biannually)].