|  |
| --- |
| Authority: *What are the internal/external requirements or regulations that necessitate this policy?* |
| Scope: *To whom specifically does this policy and its requirements apply to?*  |
| **Policy Owner/Campus Contact:** |

|  |
| --- |
| **Type of Request:** [ ] New Policy [ ] Revisions or Updates[ ] Rescission |

# Purpose of Policy

[Statement- Compliance with external requirement(s), University need?]

# Key Terms & Definitions

# Policy

# Roles & Responsibilities

# Procedures

[Do not include procedural language in this section. Instead, link to departmental website which houses relevant procedural documents]