# SECTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_

# AREA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **PURPOSE AND SCOPE**

##  Provides a rationale for the policy or procedure. The rationale may be a reference to a legal requirement, a statement of the goals which the policy is attempting to facilitate, or some other description of the reasons for the implementation of the policy or procedure.

1. **POLICY INFORMATION**

Explains in clear language what the policy entails and its objectives.

1. **DEFINITIONS**

Provides a glossary of specialized terms and their meanings to help the reader understand uncommon vocabulary or references.

1. **PROCEDURE**

Explains the steps, forms, or methods to achieve the objectives of the policy.

1. **REVIEW AND RESPONSIBILITIES**

Designates the responsible department manager or division head and defines the review frequency.

1. **REVISION LOG**

Lists previous issues and revision and reaffirmation dates of the policy. Reaffirmation dates will be placed below the issue number to which they correspond. For the first issue of the policy, the following statement shall be added under the Policy History section: “No prior issues of this policy.”

1. **REFERENCES**

Identifies any authority or other information pertinent to the contents of the policy, such as state or federal legislation, Texas Higher Education Coordinating Board rules, UH System Administrative Memoranda, etc. If there are no references in the policy, the following statement shall be added under the References section: “There are no references associated with this policy.”

* Use approved template.
* Use Microsoft Word software.
* Use 1" top, bottom, left, and right margins on the policy.
* Policy number will be assigned by the Policy Coordinator.
* Policies should be typed in Times New Roman font.
* Drafts should be forwarded to the Policy Coordinator in the Office of Compliance.