The University of Wisconsin Oshkosh
Policy # [####]
[Policy Title]

Original Issuance Date: MMMM DD, YYYY
Last Revision Date: MMMM DD, YYYY
Next Review Date: MMMM DD, YYYY

1. **PURPOSE**

The purpose of this policy is to ... [one paragraph]

2. **RESPONSIBLE OFFICER**

Executive Title [of person responsible for maintaining and enforcing policy e.g. Provost, Vice Chancellor, CIO, etc]

3. **SCOPE**

This policy applies to ... [one paragraph].

4. **BACKGROUND**

[1 or 2 paragraphs of general information that informs why we need a policy or provides context or that simply doesn’t fit in any other sections. HALF PAGE MAXIMUM.]

5. **DEFINITIONS**

[Insert definitions readers may find useful to correctly interpret the policy]

6. **POLICY STATEMENT**

1. [Enter policy statements here.]
2. All paragraphs in this section must be numbered/lettered.
   a. Use sub-statements where necessary.
3. Policy statements constrain behavior in one of three ways:
   a. You shall....
   b. You may.....
   c. You may not....
4. If the statement is not stating one of those three, it is not a policy statement and belongs somewhere else.
   a. i.e. “should” or “might” are not policy statements because they do not require, permit, or prohibit. They’re just nice ideas.
7. REFERENCES
[Links to documents or resources relevant to the policy]

8. PROCEDURES
[Links to procedural information on how to comply with the policy.]

9. REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Brief revision description</th>
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