**The University of Wisconsin Oshkosh**

**Policy # [####]—DRAFT, [Date]**

**[Policy Title]**

**Original Issuance Date: MM/DD/YYYY**

**Last Revision Date: MM/DD/YYYY**

**Next Review Date: MM/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**

|  |  |
| --- | --- |
| [Date] | [Brief revision description |