**Policy Template Instructions**

This policy template serves as a guide for the development of policies at Baylor University. **All sections are mandatory unless otherwise specified**. As you complete the template, please delete all blue highlighted bracketed instructions.



|  |  |
| --- | --- |
| **Policy Title:** | **Policy Number:**  |
| **Date Issued:**  | **Responsible Executive: (TITLE ONLY)** |
| **Date Last Revised:**  | **Responsible Office:** |

**POLICY NAME**

**Policy Statement**

[The Policy Statement is a brief (one to three sentence) summary stating the overall intent and scope of the policy. It does not include procedures.]

**Reason for the Policy**

[This sets forth the reason that the policy exists, the problem or conflict that the policy seeks to resolve and, if applicable, cites any legal or regulatory justification for the policy.]

**Individuals/Entities Affected by this Policy**

[This identifies who is affected by the policy and under what conditions.]

**Exclusions**

[List individuals, entities, or situations not governed by this policy. If no exclusions apply, state “NONE.”]

**Related Documents and Forms**

**University Policies and Documents**

University Policy 0.0

**Other Documents**

State or Federal law

Regulations

**Forms and Tools**

The following forms and tools are available at baylor.edu/\_\_\_\_\_

**Definitions**

[Provide definitions of any specialized terms used in the policy.]

These definitions apply to terms as they are used in this policy.

|  |  |
| --- | --- |
| **Term 1** | Pro ut laboramus moderatius, ad eam eros dolore oblique, ad repudiare democritum vix. In sea summo urbanitas, illum numquam delicatissimi per eu. Ad ius aperiam appellantur. Id summo epicurei vim, id eripuit cotidieque sea. |
| **Term 2** | Pro ut laboramus moderatius, ad eam eros dolore oblique, ad repudiare democritum vix. In sea summo urbanitas, illum numquam delicatissimi per eu. Ad ius aperiam appellantur. Id summo epicurei vim, id eripuit cotidieque sea. |
| **Term 3** | Pro ut laboramus moderatius, ad eam eros dolore oblique, ad repudiare democritum vix. In sea summo urbanitas, illum numquam delicatissimi per eu. Ad ius aperiam appellantur. Id summo epicurei vim, id eripuit cotidieque sea. |
| **Term 4** | Pro ut laboramus moderatius, ad eam eros dolore oblique, ad repudiare democritum vix. In sea summo urbanitas, illum numquam delicatissimi per eu. Ad ius aperiam appellantur. Id summo epicurei vim, id eripuit cotidieque sea. |
| **Term 5** | Pro ut laboramus moderatius, ad eam eros dolore oblique, ad repudiare democritum vix. In sea summo urbanitas, illum numquam delicatissimi per eu. Ad ius aperiam appellantur. Id summo epicurei vim, id eripuit cotidieque sea. |
| **Term 6** | Pro ut laboramus moderatius, ad eam eros dolore oblique, ad repudiare democritum vix. In sea summo urbanitas, illum numquam delicatissimi per eu. Ad ius aperiam appellantur. Id summo epicurei vim, id eripuit cotidieque sea. |

**Contacts**

[List contacts by position title only & provide office telephone # & website URL.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Contact** | **Telephone** | **Office email/web site** |
| **Subject 1** |  | 254- |  |
| **Subject 2** |  | 254- |  |
| **Subject 3** |  | 254- |  |
| **Subject 4** |  | 254- |  |

**Responsibilities**

[List responsibilities of university/campus parties and offices.These entries are generally requirements, not recommendations, essential to administration/compliance of the policy.]

|  |  |
| --- | --- |
| **Responsibility 1** | Pro ut laboramus moderatius, ad eam eros dolore oblique, ad repudiare democritum vix. In sea summo urbanitas, illum numquam delicatissimi per eu. Ad ius aperiam appellantur. Id summo epicurei vim, id eripuit cotidieque sea. |
| **Responsibility 2** | Pro ut laboramus moderatius, ad eam eros dolore oblique, ad repudiare democritum vix. In sea summo urbanitas, illum numquam delicatissimi per eu. Ad ius aperiam appellantur. Id summo epicurei vim, id eripuit cotidieque sea. |
| **Responsibility 3** | Pro ut laboramus moderatius, ad eam eros dolore oblique, ad repudiare democritum vix. In sea summo urbanitas, illum numquam delicatissimi per eu. Ad ius aperiam appellantur. Id summo epicurei vim, id eripuit cotidieque sea. |

**Principles**

[A Statement of the Complete Policy]

**Heading 1**

Ei vel vocent splendide, ad nisl recteque scriptorem mei. Sea ei autem eruditi. Mea primis nominavi cu. Soleat iisque erroribus usu et, ancillae interpretaris in duo.

**Heading 2**

Ex lorem persius has, singulis invenire vix ad. Dicam definiebas referrentur eu sed. Vidit dolor mei id, postea possit periculis ut eam. Usu te stet veritus

**Procedures**

[A statement or statements explaining specific processes necessary to complete various tasks identified in the Principles section above.]

**Heading 1**

Ex lorem persius has, singulis invenire vix ad. Dicam definiebas referrentur eu sed. Vidit dolor mei id, postea possit periculis ut eam. Usu te stet veritus salutandi. Diam porro vivendum ad usu, suscipit suavitate in vix, te duo ridens apeirian quaerendum.

**Heading 2**

Ex lorem persius has, singulis invenire vix ad. Dicam definiebas referrentur eu sed. Vidit dolor mei id, postea possit periculis ut eam. Usu te stet veritus salutandi. Diam porro vivendum ad usu, suscipit suavitate in vix, te duo ridens apeirian quaerendum.