**[POLICY TITLE]**

**I.   POLICY STATEMENT.**

[INSERT A SHORT summary of the reasoning and intended impact of the policy]

**II.**  **APPLICABILITY.**

[INDICATE THE COLLEGE CONSTITUENTS (E.G. STUDENTS, FACULTY, STAFF; DIVISIONS, DEPARTMENTS, AND/OR UNITS) AND ANY ACTIONS, PROCEDURES, OR PROCESSES TO WHICH THE POLICY APPLIES]

**III.  DEFINITIONS.**

[INSERT, in alphabetical order, definitions of any key terms used in THE POLICY. NOTE: RESPONSIBLE OFFICER(S) SHOULD REVIEW FOR CONSISTENCY WITH DEFINITIONS IN OTHER COLLEGE POLICIES]

[EXAMPLES:

**Policy Committee –** The Chief Operating Officer, Vice President for Academic Affairs, Vice President for Student Affairs, and Responsible Officer(s) for the policy under consideration. The Policy Committee is advised by the General Counsel and may include additional administrators and faculty as appropriate, depending on the subject matter. The Policy Committee advises the President regarding whether to adopt, amend, or withdraw a College Policy.

**Procedure** – A set of actions required to implement a policy.]

**IV.  POLICY.**

[INSERT THE MAIN BODY OF THE POLICY (THE WHO, WHAT, WHERE, WHEN, WHY AND HOW) HERE, USING APPROPRIATE SUBHEADINGS AS NEEDED]

[EXAMPLE OF FORMATTING:

**A. Subheadings should be in bold and prefaced by capital letters, with no punctuation**

If you are including subheadings, the text of the policy should follow the subheading without indentation, as shown here.]

**1. Lower tier subheadings should be in bold and prefaced by numbers with no punctuation**

**a. Third tier subheadings should be in bold and prefaced by lowercase letters with no punctuation**

**V.  POLICY HISTORY.**

**Responsible Officer(s):** [INSERT POSITION/TITLE OF THE SENIOR-LEVEL ADMINISTRATOR(S)—EITHER A MEMBER OF SENIOR STAFF OR THAT PERSON’S DELEGATE—WITH PRIMARY OVERSIGHT OVER THE SUBSTANTIVE AREA COVERED BY A COLLEGE POLICY]

**Effective Date:** [DATE WHEN FIRST ISSUED, IF KNOWN; FOR POLICIES ISSUED AFTER FEBRUARY 2023, THE DATE WHEN APPROVED BY THE POLICY COMMITTEE AND PRESIDENT, AS APPLICABLE]

**Last Revised Date:** [DATE OF MOST RECENT REVISION; UPDATE EACH TIME THE POLICY IS REVISED. NOTE: SUBSTANTIVE REVISIONS REQUIRE POLICY COMMITTEE APPROVAL.]

**VI.  RELATED POLICIES AND RESOURCES.**

[LINKS TO ANY RELATED POLICIES OR RESOURCES, OXY OR OTHERWISE. Leave blank if inapplicable.]

EXAMPLE:

[Policy on the Approval and Maintenance of College Policies](https://www.oxy.edu/policy-directory/policy-approval-and-maintenance-college-policies)