

**OFFICIAL POLICY ON POLICIES TEMPLATE**

*Italicized instructions provided in this template are for guidance only and should be deleted as specific policy content is inserted.*

**POLICY TITLE**

***Insert Policy Title here***

**POLICY NUMBER**

***SUS-Insert Policy Number here***

|  |  |
| --- | --- |
| **Responsible Units:** *Insert Responsible Unit here***Responsible Officials:***Insert Responsible Officials here***Policy Classification:***Insert Policy Classification here* | **Effective Date:***Insert Effective Date***Last Reviewed Date:***Insert Last Reviewed Date***Origination Date:** *Insert Origination Date* |

1. **POLICY STATEMENT AND RATIONALE**

*The policy statement is a concise statement of the overall purpose of the policy. This section identifies the goal and rationale for this policy.*

1. **POLICY SCOPE AND AUDIENCE**

*This section identifies the scope and audience for this policy and communicates who shall be aware of and comply with this policy.*

1. **POLICY COMPLIANCE**

*This section identifies the specific impact and consequences of not following this policy.*

1. **POLICY DEFINITIONS**

*This section defines any terms used in the policy that are important to its compliance and/or might be misunderstood by the audience. This may include specialized terms used in this policy.*

1. **POLICY IMPLEMENTATION PROCEDURES**

*This section describes the means by which this policy is implemented and serves as a summary of the policy implementation process. Detailed steps for policy implementation may be developed in a separate procedures document. Link(s) to a detailed implementation procedures document shall be provided.*

1. **POLICY RELATED INFORMATION**

*This section may provide links to applicable federal, state, and local laws, policies, regulations or SUS Board Bylaws that impact this policy.*

1. **POLICY HISTORY AND REVIEW CYCLE**

*This section identifies whether this is a new or existing policy. The effective date of this policy is determined by the approval dates of both the Chair of the Southern University System Board of Supervisors and the President of the Southern University and A&M College System. Additionally, the policy last review and origination dates are identified. This policy is subject to a five-year policy review cycle.*

1. **POLICY URL**

*This section identifies the location where approved system policies are electronically archived. With respect to system policies, the SU System Policy and Planning Committee shall electronically post and archive approved and signed system policies on the system website (*[*www.sus.edu*](http://www.sus.edu)*), on a designated policy page.*

1. **POLICY APPROVAL**

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***Dennis J. Shields******Effective Date of Policy***

*President, Southern University and A&M College System*

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***The Honorable Tony M. Clayton******Effective Date of Policy***

*Chair - Southern University System Board of Supervisors*