**University Policy XXX: Title [Arial Narrow 16, bold, blue RGB 0-38-58]**

**Category:** Policy Category *(choose from* [*Policy Library*](https://www.usu.edu/policies/)) [Arial Narrow 12]

**Subcategory:** *(if applicable)* [Arial Narrow 12]

**Covered Individuals:** [Arial Narrow 12]

**Responsible Executive:** Vice President/President [Arial Narrow 12]

**Policy Custodian:** Name of the Office and Title of Custodian [Arial Narrow 12]

**Last Revised:** Date of Latest Revision YYYY/MM/DD [Arial Narrow 12] *(this date is the approved policy date of the new policy/revision being submitted, to be determined by the final step in workflow)*

**Previous USU Policy Number:** *(if applicable)* Number and Title [Arial Narrow 12]

**XXX.1 Purpose and Scope [Arial Narrow 13, bold, blue RGB 0-38-58, all caps]**

Short description of the goal of the policy and what you will find in this policy [Arial 10]

**XXX.2 Policy [Arial Narrow 13, bold, blue RGB 0-38-58, all caps]**

Policy statement is here. [Arial 10]. Policy statement should address areas such as:

1. Expected behaviors, prohibitions, and requirements.
2. Exceptions to policy.
3. Monitoring and enforcement of policy.

Hyperlink the first use of each term of art to the definition of that term of art provided in section XXX.6. All hyperlinks should be universal blue and not underlined.

2.1 Next level using number/point system for sub-sections. [Arial Narrow 12, color RGB 196-78-40]

**2.1.1 Next level using additional decimals. [Arial 10, bold]**

**2.1.2 Further paragraphs. [Arial 10, bold]**

**XXX.3 Responsibilities [Arial Narrow 13, bold, blue RGB 0-38-58, all caps]**

3.1 Responsible Office/Party [Arial Narrow 12, color RGB 196-78-40]

Identify who is responsible for what with regard to this policy. Roles and responsibilities are best defined by department and/or job title. [Arial 10]

**XXX.4 References [Arial Narrow 13, bold, blue RGB 0-38-58, all caps]**

* Bullet list references to Federal, State, municipal regulations, USHE/Board of Higher Education policies. [Arial 10]
* Continue list of references. [Arial 10]

**XXX.5 Related USU Policies [Arial Narrow 13, bold, blue RGB 0-38-58, all caps]**

* Bullet list of related USU Policies. [Arial 10]

**XXX.6 Definitions [Arial Narrow 13, bold, blue RGB 0-38-58, all caps]**

6.1 Example term [Arial Narrow 12, color RGB 196-78-40]

* **Word, sentence, or phrase**. Definition. [Arial 10, word to be defined bold, definition not bold]
* List in alphabetical order.

**Information below is not included as part of the contents of the official policy.** Itis provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

**Resources [Arial Narrow 13, bold, blue RGB 0-38-58, all caps]**

*(List resources to aid in compliance or indicate “None.”)* [Arial Narrow 10]

Procedures [Arial Narrow 12, color RGB 196-78-40]

* Hyperlinks to procedures. [Arial 10]
* Hyperlinks to procedures.

Guidance [Arial Narrow 12, color RGB 196-78-40]

* Hyperlinks to guidance. [Arial 10]
* Hyperlinks to guidance.

Related Forms and Tools [Arial Narrow 12, color RGB 196-78-40]

* Hyperlinks to forms and tools. [Arial 10]
* Hyperlinks to forms and tools.

Contacts [Arial Narrow 12, color RGB 196-78-40]

* Hyperlinks to contacts. [Arial 10]
* Hyperlinks to contacts.

**Policy History [Arial Narrow 13, bold, blue RGB 0-38-58, all caps]**

Original issue date: YYYY/MM/DD [Arial 10]

Last review date: YYYY/MM/DD [Arial 10]

Next scheduled review date: YYYY/MM/DD [Arial 10]

Previous revision dates: YYYY/MM/DD, YYYY/MM/DD [Arial 10]