**POLICY**

|  |  |
| --- | --- |
| University: [ ]  | Division: Click here to enter text. |
| Subject: Click here to enter text. |
| Policy Number: Click here to enter text. | Supersedes: Click here to enter text. |
| Effective Date: Click here to enter a date. | Previous Issued: Click here to enter text. |
| Responsible University Official: Click here to enter text. |
| Responsible Office: Click here to enter text. |

 *[Delete italicized guidance after completing this template. Number Sections and major paragraphs within sections appropriately to enable easy reference.]*

1. **INTRODUCTION**

*An introduction to set context and terminology for a policy. Describes the problem or conflict the policy will resolve, and includes reference to regulatory or legal reasons for the policy.*

Click here to enter text.

**2. POLICY STATEMENT**

*States the requirement or provision this policy places on or extends to the University community, who should follow it, and when it applies, but does not describe “how to” procedures. If there are different policy statements within the section, number them like this:*

 **2.1 Heading 2**

Text

 **2.1.1. Heading 3**

Text

 **2.2 Heading 2**

Text

 **2.2.1. Heading 3**

Text

Click here to enter text.

**3. SCOPE**

*The scope of the policy: to whom it applies. In some cases, a policy may apply only to the division, or to a subset of the University (e.g., students, business managers, athletes), while others will be of University-side applicability. In some cases, the persons/positions (by title, not by name) who must understand the policy to do their jobs are included here.*

Click here to enter text.

**4. TABLE OF CONTENTS**

*Optional, but useful for long policy documents.*

**5. DEFINITIONS**

*Defines terms in alphabetical order that are used in the policy or related procedures, including technical terms that readers may not understand.*

Click here to enter text. Click here to enter text.

**Term** Definition

Click here to enter text. Click here to enter text.

**Term** Definition

Click here to enter text. Click here to enter text.

**Term** Definition

Click here to enter text. Click here to enter text.

**Term** Definition

**6. RESPONSIBILITIES**

*Summarizes the* ***responsibilities*** *of all parties and offices named in the policy, presented in alphabetical order by responsible party. Responsibilities can be described either in a narrative with headings (i.e., 6.1, 6.1.1., 6.2, 6.2.1) or in a table like this:*

**Responsible Party List of Responsibilities**

Click here to enter text.1. Click here to enter text.

 2. Click here to enter text.

Click here to enter text. 1. Click here to enter text.

 2. Click here to enter text.

Click here to enter text. 1. Click here to enter text.

 2. Click here to enter text.

Click here to enter text. 1. Click here to enter text.

 2. Click here to enter text.

**7. POLICY ENFORCEMENT**

Violations It is an explicit violation of this policy to do any of the following:

[optional] Click here to enter text.

Enforcement The Click here to enter text. will investigate suspected violations, and may recommend disciplinary action in accordance with University codes of conduct, policies, or applicable laws. Sanctions may include one or more of the following:

* Suspension or termination of access;
* Disciplinary action up to and including termination of employment;
* Student discipline in accordance with applicable University policy;
* Civil or criminal penalties

Reporting [Specifics depend on policy content and suspected violators (i.e., student violations

Violations reported to Student Affairs, etc.}

 Click here to enter text.

**8. RELATED DOCUMENTS**

*A list of any related documents, including LMU policy documents and any external legal or regulatory documents that provide additional information about the policy. Provide live Website links to documents where possible.*

**Policy or Document Web Address**

Click here to enter text.Click here to enter text.

Click here to enter text.Click here to enter text.

Click here to enter text.Click here to enter text.

**9. CONTACTS**

*Includes the office or position (not individual name) to contact for policy clarification, along with others who can provide information about the subject matter of the policy.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Office or Position** | **Telephone Number** | **Office Email or URL** |
| Policy clarification | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Web address for this policy | Click here to enter text. |