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| **Policy Development Template Instructions**  **(delete this page before distributing for review)**  (font: Helvetica; size: 10.5; **\***=required information)  (recommended file name: Policy Title\_DRAFT\_date (YYYYMMDD))  [Process for Developing a University Policy](https://policy.ku.edu/policy-development-process) (<https://policy.ku.edu/policy-development-process>) | |
| **Title & Document Type** | |
| Title**\*** | Descriptive and definitive name for the policy |
| Document Type\* | Type of document being created: policy, procedure, guideline, or form |
| **Purpose, Applies to & Campus** | |
| Purpose\* | What the policy does; the reason for the policy |
| Applies to\* | Who the policy applies to (faculty, staff, students, affiliates, visitors, department, etc.) |
| Campus\* | Which campus(es) the policy applies to |
| **Table of Contents, Policy Statement, Exclusions or Special Circumstances & Consequences** | |
| Table of Contents | Links to sections within the Policy Statement; used for long or complex policies |
| Policy Statement\* | States and explains the requirement or provision which the policy is placing on or extending to the applicable community and responsibilities for adhering to the policy |
| Exclusions or Special Circumstances | States how exceptions are handled; lists locations or organizations, funding sources, job classifications, etc., that are excluded from the policy |
| Consequences | Official actions that the Policy Owning Unit and/or the University can take for policy violations |
| **Policy Owner, Contact, Approval, Dates & Review Cycle** | |
| Policy Owner\* | Select from drop down menu provided in the online system (or [view on website](https://policy.ku.edu/assigning-urls-new-policy-library-documents)) |
| Contact\* | Unit to contact for policy interpretation and enforcement (title, unit, address, phone, and email) |
| Approved by\* | Title of the University official who approves the policy |
| Approval Date\* | (MM/DD/YYYY) |
| Effective Date\* | (MM/DD/YYYY) |
| Review Cycle\* | How often the policy is reviewed by the unit: annual (default setting), semi-annual, or biennial |
| **Background & Related Documents** | |
| Background | Any relevant principles that guide or prompt the policy |
| Related Documents | If available, provide links to other related statutes, regulations, and/or policies, procedures, guidelines, or forms that are relevant to the policy |
| **Definitions, Keywords & Change History** | |
| Definitions | Definitions of specialized or ambiguous terms used in the policy |
| Keywords\* | Appropriate keywords describing policy content; search words or terms not used in the title or policy |
| Change History\* | Record the date (MM/DD/YYYY) and a brief description of changes made to the policy after initial publication |
| **Category** | |
| Categories & Sub-categories | Select from drop down menu provided in the online system (or [view on website](https://policy.ku.edu/sites/policy.drupal.ku.edu/files/docs/categories.pdf)) |



[Document Title]

DRAFT – MM/DD/YYYY

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| **Title & Document Type** | | | | |
| Title\* |  | | | |
| Document Type\* | Policy | | Guideline | |
| Procedure | | Form | |
| **Purpose, Applies to & Campus** | | | | |
| Purpose\* |  | | | |
| Applies to\* |  | | | |
| Campus\* | All University | | | |
| Lawrence campus & all reporting units | | KU Medical Center campus & all reporting units | |
| Edwards | | Kansas City | |
| Lawrence | | Salina | |
| Leavenworth | | Wichita | |
| Juniper Gardens | |  | |
| Parsons | |
| Pittsburg | |
| Salina | |
| Topeka | |
| Wichita | |
| Yoder | |
| **Table of Contents, Policy Statement, Exclusions or Special Circumstances & Consequences** | | | | |
| Table of Contents |  | | | |
| Policy Statement\* |  | | | |
| Exclusions or Special Circumstances |  | | | |
| Consequences |  | | | |
| **Policy Owner, Contact, Approval, Dates & Review Cycle** | | | | |
| Policy Owner\* | Select from drop down menu provided in the online system (or [view on website](https://policy.ku.edu/assigning-urls-new-policy-library-documents)) | | | |
| Contact\* |  | | | |
| Approved by\* |  | | | |
| Approval Date\* (MM/DD/YYYY) |  | | | |
| Effective Date\* (MM/DD/YYYY) |  | | | |
| Review Cycle\* | Annual | Semi-annual | | Biennial |
| **Background & Related Documents** | | | | |
| Background |  | | | |
| Related Statutes, Regulations, and/or Policies |  | | | |
| Related Procedures |  | | | |
| Related Forms |  | | | |
| Related Other |  | | | |
| **Definitions, Keywords & Change History** | | | | |
| Definitions |  | | | |
| Keywords\* |  | | | |
| Change History\* |  | | | |
| **Category** | | | | |
| Categories & Sub-categories | Select from drop down menu provided in the online system (or [view on website](https://policy.ku.edu/sites/policy.drupal.ku.edu/files/docs/categories.pdf)) | | | |