*Fill in all required sections and delete all others before uploading this document to PolicyStat. After upload, complete the following information in "Properties" (found in left navigation).*

* *Title*
* *Owner (your name)*
* *Area (your department/area)*
* *Approval Workflow (2. New Document or Major Modifications)*
* *Review date: Enter "1095"*

*Please delete this highlighted section when completed.*

# POLICY STATEMENT

* *Required*
* *The Policy Statement specifies the requirements or provisions which this policy is placing on/extending to the University community, but does not describe “how-to” procedures.*
* *Please delete this highlighted section when completed.*

# REASON FOR POLICY

* *Required*
* *The Reason for Policy recognizes the legitimate interests of all parties, describes the problem or conflict the policy will resolve, and cites any legal or regulatory reasons for the policy.*
* *Please delete this highlighted section when completed.*

# SCOPE OF POLICY

* *Required*
* *The Scope of the Policy explains who is affected by the policy, who should observe it and follow its procedures, and who must understand it in order to do their job or utilize services.*
* *Please delete the bullet points this policy does not apply to, and/or add to "others" as need be.*
* *Please delete this highlighted section when completed.*
* President
* Vice Presidents
* Deans, Directors & Department Heads
* Area Managers & Supervisors
* Faculty
* Staff
* Students
* Others:

#  CONTACTS

* *Required*
* *The Contact section of the policy tells the reader who to contact with specific questions regarding the policy.*
* *The first item is usually “Policy Clarification” which directs the reader to the responsible office.*
* *Other items relate to subject matter in the document about which the reader may have follow-up questions*.
* *Delete empty rows as necessary.*
* *Please delete this highlighted section when completed.*

Specific questions should be directed to the following:

| Subject | Contact | Telephone | Department/Office E-MailWeb Address |
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# DEFINITIONS

* *List unique terms that, by being defined, would add to the reader’s understanding of the basic policy.*
* *Define unfamiliar terms, technical terms, and terms which special meanings.*
* *List all terms in alphabetical order. Delete empty rows as necessary.*
* *Please delete this highlighted section when completed.*

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# PRINCIPLES

* *Required*
* *The Principles: Overview section of a policy is an expansion of the Policy Statement, an “overview.”*
* *This section allows for a fuller description of the contents than what was possible in the “statement” section. Generally 1 to 4 paragraphs.*
* *Please delete this highlighted section when completed.*

### OVERVIEW -

# PROCEDURES

* *Required*
* *A policy at UND must contain procedures for compliance. Utilize sub-headlines to address specific procedural sections.*
* *Please delete this highlighted section when completed.*

## Sub-headline

* *The sub-headline should be specific to each procedure. Delete unused sub-headline sections as necessary.*
* *Please delete this highlighted section when completed.*

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* *The sub-headline should be specific to each procedure. Delete unused sub-headline sections as necessary.*
* *Please delete this highlighted section when completed.*

# RELATED INFORMATION

* *Required*
* *This section should only include information that is directly related to the policy.*
* *The Related Information should be listed alphabetically and provide links for the reader (e.g., other UND or SBHE policies, NDUS procedures, state or federal law, etc.)*
* *Delete empty rows as necessary.*
* *Please delete this highlighted section when completed.*

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# RESPONSIBILITIES

* *Required*
* *Summarize the responsibilities of all University parties and offices named in the policy (e.g., Human Resources and Payroll Services, Staff, Vice President, etc.). It’s a snapshot in one location of all the responsibilities outlined in the procedures section.*
* *Delete empty rows as necessary.*
* *Please delete this highlighted section when completed.*

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# FORMS

* *List all related forms required for compliance and the web link through which they can be accessed. If there are no forms associated with the policy, delete empty rows.*
* *Please delete this highlighted section when completed.*

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# APPENDICES

* *Optional - Appendices are used for informational materials that are helpful, but not directly related to the implementation of the policy.*
* *Attach separate documents or include location where they are available (e.g., web link, office).*
* *If there are no appendices associated with the policy, delete empty rows.*
* *Please delete this highlighted section when completed.*

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*Ensure you have completed all required sections and have deleted all others before approving this document.*

*Scroll to top of screen and find the yellow "Start Approvals" button. Select it and then write in the pop-up box that appears "For PO Review." The document will automatically route to the Policy Office.*

*Please delete this highlighted section prior to routing forward.*