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| **Title:** |   |
| **Policy Owner:**  |   |
| **Policy Contact:** |   |
| **Effective date:** |  |

## Purpose: [Background information explaining the need and result of the policy. Generally, 1-2 sentences, the purpose (reason for this policy) cites the Institute’s commitment to a value or strategic goal, why the policy must exist, the problem or conflict the policy seeks to address, or cites any legal, regulatory, stewardship or other requirement the policy aims to meet. This latter information is helpful in the future when the policy needs to be reviewed/updated.]

## Policy Statement: [A well-articulated, authoritative expression of philosophy and direction. Does not change frequently. Generally, 1-2 paragraphs, the “Policy Statement” states the policy’s intent, when the policy applies, and any mandated actions or constraints. It doesn't describe procedures.]

## Policy Scope: [Required elements for any procedures supporting the policy. All categories of people, process and governance to which the policy applies. This could change frequently.]

## Exclusions: [Exclusions (groups of individuals, funding, etc.) to the policy - if none, it is assumed that the policy applies across the University.]

## Definitions: [Unique terms that by being defined, add to the reader's understanding of the policy.]

## Procedures: [LINK ONLY or ATTACHMENT. Items that a policy owner’s should include in their procedures that directly support the policy: Forms and instructions and FAQs should be linked in the Procedures.]

## Enforcement: [Description of potential repercussions for those within policy scope who are found in violation of the policy. As much as possible, there should be a prescribed set of consequences for the various *types* and *frequency* of noncompliance that may occur]

## Related information: [LINKS ONLY or ATTACHMENT unless short text. List related CSUEB policy documents, links to appendices and/or external documents that provide helpful, relevant information to the policy.]

## Policy Review: [Frequency that this policy shall be reviewed and the responsible department who will review it.1-5 years max and contingent on changing regulatory requirements.]

**Authority:** [Laws, Regulations and/or Codes of practice referred to herein or related to this policy]