



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

[Name of Policy]

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

1. Purpose

[Indicate the rationale for the policy, including any legal or regulatory requirements that the policy aims to address.]

2. Scope

[Identify the members of the Commonwealth University of Pennsylvania community who will be affected by the policy, such as “All members of the Commonwealth University of Pennsylvania community, including students, faculty, staff, officials, volunteers, visitors, and contractors” or “All deans, assistant deans, and chairs”]

3. Definitions, Roles and Responsibilities

3.1. **Definitions** [Define any terms used in the policy that have a specialized meaning, with the Term in bold, followed by a colon and the definition in plain text]

3.1.1. **[Term:]** [definition of term]

3.2. **Roles and Responsibilities**

3.2.1. [Name Division or Office as the holder of the role and a short summary of the responsibility to be carried out in association with that role]

4. Policy

4.1. [Include the language of the policy itself in this section.]



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

5. Procedures, Standards, and Guidelines

5.1 [Procedures, standards, and guidelines may be issued, revised or rescinded by the President (or designee). Links to forms, procedure instructions, etc. may be linked here.]

6 Compliance and Enforcement

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

6.3 Supporting Documents

6.3.1 [Include title of supporting documentation here.] [\[Link\]](#)

6.4 History

- 6.4.1 [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]
- 6.4.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]
- 6.4.3 Revised - [Date of Revision]
- 6.4.4 Next Review Date - [Date of Revision]

6.5 **Related Policies** - [Reference related policies]

6.6 Contacts for Additional Information and Reporting

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]