**Template for University Policy**

*Remove “Template For” and leave “University Policy” to indicate the document type.*

**Title**

**University of North Carolina at Chapel Hill**

**Policy on [Policy Title]**

*Place a Policy title of no more than ten words here. The format above is recommended, but not required. Make sure that the title is as concise and descriptive of Policy content as possible and contains the word “Policy.”*

**Introduction**

**Purpose**

*Describe the purpose of this document, along with any background information that may be relevant to the reader.*

**Scope of Applicability**

*Who and or what the Policy applies to: Lists groups who must know and adhere to the Policy*

**Policy**

**Policy Statement**

*The Policy statement should be a concise statement of the University’s intent regarding the topic of the Policy and expectations regarding compliance with it. The Policy statement should also communicate clearly how broadly the Policy is to be applied, exceptions, and references to applicable Procedures.*

**Exceptions** *(if applicable)*

*List of common exceptions to the Policy and how they will be handled*

**Definitions**

*Definition of keywords and acronyms used in the Policy. Procedures or Standards making use of the same definitions may refer back to a Policy definition section to avoid redundancy or transcription error.*

*Remove this section if not applicable.*

**Related Requirements**

*In this section, provide references to related regulations. This may include related Policies, internal or external Standards, supporting Procedures, governing statute or applicable regulation.*

**External Regulations and Consequences** *(if applicable)*

*External driver for the Policy (e.g. Federal, GA, accreditation, regulation) with link to regulation if available)*

**University Policies, Standards, and Procedures** *(if applicable)*

*University Policies, Standards, and Procedures are separate but may be linked from the Policy. Nomenclature of matching Procedures should match Policy (e.g.: Policy 1.2 would have Procedure named 1.2.1 or “Policy on Tree Maintenance” would have “Procedure for Tree Maintenance.”)*

*Remove this section if not applicable.*

**Contact Information**

**Policy Contact(s)**

*Provide the most appropriate contact information for those seeking information on interpreting the Policy or providing Policy feedback. Multiple contacts may be appropriate, and sufficient explanation should be provided to direct individuals to the correct contact. If multiple units share responsibility for the Policy, contacts should be included for each unit.*

1. [Name]

Title:

Unit:

Email:

Phone:

**Other Contacts** *(If applicable)*

*If the Policy requires actions involving contact (e.g. reporting stolen equipment, security breach, or consulting the University Ombuds), contacts should be provided for those activities.*