**Policy Title: [Name] Policy**

Policy Approver: Choose an item.

Policy Holder: designated department, division, or office of the University

Executive Lead: senior administrator of the designated department, division, or office

Category: Choose an item.

Original Date: MONTH YEAR

Last Revised: MONTH YEAR [current revision approval date]

Next Review: MONTH YEAR

* *Do not remove/rename any field*
* *Format convention applied to the whole document:*

*Page Margins: 1.5 (top), 1,1,1.*

*Font - Open Sans 11;*

*Spacing: general text spacing – 1.15;*

*Subsections: use numbered list such as 1.1, 1.2, etc.*

*Lists: don’t use semi-colons after each item, “and” before last item, and do not end with punctuation.*

**Policy Statement**

Type the policy statement here.

**Approval Statement**

With the consent of the Choose an item. and approval of the Choose an item. , this policy is hereby deemed in effect on Click or tap to enter a date.

 Click or tap to enter a date.

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Name Date

Title

Yukon University

*For additional signatures (e.g., Co-Chair, Senate), copy the signature and date lines and paste them below.*

1. **Purpose of Policy**

Type here.

Type here.

1. **Governing Legislation and Relevant Documents**

List all relevant and/or governing and/or guiding documents here.

List all relevant and/or governing and/or guiding documents here.

1. **Scope**

Type here.

Type here.

1. **Definitions**
* **Word:** definition.
* **Word:** definition.
* **Word:** definition.
1. **Guiding Principles**

Type here.

Type here.

1. **Other Related and/or Accompanying Documents**

List all accompanying documents, e.g., addendums, procedures, forms (full names as in documents).

1. **Document History**

Include all updates here, including non-substantive changes, beginning with formal approval.

|  |  |
| --- | --- |
| *Date* (Month DD, YYYY) | *Update* (Approver: change) |
|  | Approved by  |
|  |  |