

**ADMINISTRATIVE POLICY STATEMENT**

**Policy Title:** Insert Title Here

**APS Number:** Pre-Assigned Number by OPE **APS Functional Area: i.e. ACADEMIC**

**Brief Description:** Insert brief summary and purpose of the policy here.

**Effective:** Insert date policy or revision to take effect.

**Approved by:** Current President (Pending)

**Responsible University Officer:** Insert title only of responsible university officer here.

**Responsible Office:** Insert name of responsible office/department here.

Policy Contact: Insert primary policy contact information here.

**Supersedes:** Insert title(s) and date(s) of superseded policies or show as not applicable with “N/A”.

**Last Reviewed/Updated:** Insert date policy was last reviewed or last updated here.

**Applies to:** Specify who the policy applies to here.

**Reason for Policy:**  Insert brief reason for policy here. (For example - to comply with state or federal law; or to implement Regent Law.)

1. **INTRODUCTION**
2. **POLICY STATEMENT**
3. **DEFINITIONS**
4. **RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES**
   1. Administrative Policy Statements (APS) and Other Policies
   2. Procedures
   3. Forms
   4. Guidelines
   5. Other Resources (i.e., training, secondary contact information)
   6. Frequently Asked Questions (FAQs)
5. **HISTORY**

* Adopted:
* Revised:
* Last Reviewed: