

**UNC Asheville**  
University & Divisional Policy Template

Rationale: A written statement prepared by the Responsible Office setting forth the rationale for the new policy or for any substantive changes to an existing policy.

Policy Title

Policy Number [Inserted by Office of the General Counsel]

Approval Authority [Inserted by Policy Review Committee]

Policy Type, University or Divisional [Inserted by Office of the General Counsel]

Policy Owner

Responsible Office, including contact information

Revision History:

    Origination Date: XX/XX/XXXX

    Last Amended: XX/XX/XXXX

    Approval Date: XX/XX/XXXX [Inserted by Office of the General Counsel]

    Next Review: XX/XX/XXXX

[Policy Text]

Using the Outline format:

I. lorem ipsum

    A. lorem ipsum

    B. lorem ipsum

        1. lorem ipsum

        2. lorem ipsum

Sections should include: Purpose, Scope/Covered Persons, Definitions, Policy, Procedures, Exceptions, Enforcement and Penalties and Implementation & Reporting

Associated Forms (titles only, actual documents would be linked to on policy website)

Reference Materials (may include links to relevant websites, etc.)

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Other items to include, and/or keep in mind:

- Policies should be clearly written and address procedures at all levels of the organization.
- Policies should include mention of what will happen if persons are in noncompliance.
- Graphs, and or graphics should only be used if absolutely necessary. All University & Divisional Policies will be formatted as web pages, not as PDF's. Associated forms may be submitted as PDF documents.
- All policy drafts and associated forms must be submitted to the University General Counsel as word documents, or a comparable format.