# Title

| **Responsible Officer:** | [Responsible Officer Title] |
| --- | --- |
| **Responsible Office:** | [Responsible Office] |
| **Issuance Date:** | [Issuance Date] |
| **Effective Date:** | [Effective Date] |
| **Last Review Date:** |  |
| **Scope:** | [Scope] |

|  |  |
| --- | --- |
| **Contact:** | Name |
| **Title:** | Title |
| **Email:** | [Name@ucop.edu](mailto:Name@ucop.edu) |
| **Phone:** | (510) 987-XXXX |

Table of Contents

1. [Policy Summary 1](#_Toc520452769)
2. [Definitions 2](#_Toc520452770)
3. [Policy Text 2](#_Toc520452771)
4. [COMPLIANCE / RESPONSIBILITIES 2](#_Toc520452772)
5. [Procedures 2](#_Toc520452773)
6. [Related Information 2](#_Toc520452774)
7. [Frequently Asked Questions 3](#_Toc520452775)
8. [Revision History 3](#_Toc520452776)
9. [APPENDIx 3](#_Toc520452777)

## Policy Summary

[This paragraph should succinctly summarize the purpose of the policy (what the policy intends to accomplish). State what legal, regulatory, financial, operational, accreditation, technological, and/or social requirements this policy addresses.]

## Definitions

[This section is for an alphabetized list of “uncommon” (e.g., technical, specific to this policy) terms. If you use an uncommon term only once, define it there.]

## Policy Text

[The main text of the policy should be entered here. Any Procedures or Guidelines should be included in the Procedures tab in Section VI.]

## COMPLIANCE / RESPONSIBILITIES

[List the individual roles or units responsible for instituting or complying with all or some portion of the policy.

Which position is responsible for implementing and enforcing the policy?

Which position is responsible for providing interpretations/clarification?]

## Procedures

[List any procedures which are required.

If there are no procedures, please type “Not Applicable”]

[Procedures should outline REQUIRED procedures which MUST be followed. Do not include procedures which are specific only to certain location and can be altered.

Procedures are those that are required for all campuses, departments, and agents to follow. You can provide links to other applicable procedures as well.]

## Related Information

[Please reference any other policies or organizational documents that complement, supplement, or help explain provisions within the policy.

Cite guidelines, checklists, standards, organizational documents and applicable references to state or federal laws (including applicable California Governor’s Executive Orders).

Place citations in order of relevance / importance to the policy topic.]

## Frequently Asked Questions

[This section may be useful in assisting policy users to better understand a new policy or one that has been heavily revised.

If there are no Frequently Asked Questions, type “Not applicable” under the heading.]

## Revision History

This Policy is also reformatted to meet Web Content Accessibility Guidelines (WCAG) 2.0

[The revision history is a record of significant changes by date, for the specified policy.

If this is a new policy, indicate that on the first line. If this policy replaces another policy, the revision history should briefly identify the title and effective date of the former policy.

For revisions, provide a short (1 or 2 sentence) description of the major changes from the previous version of the policy.]

## APPENDIx

[This section is OPTIONAL.]