**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.

*This should be statement of the issue which the policy is seeking to address that is no longer than one page. For examples see the Legal Services Policy or Student Non-Academic Misconduct Policy as examples of shorter and longer Policy Statements.*

**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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

*At the highest level what will the policy and its related procedures achieve. See the Academic Program Review Policy and Emeriti Appointments Policy for examples.*

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.

*Are there other policies or specific laws which interact with the policy.*

1. **Scope**

Type here.

Type here.

*To whom and how does the policy apply.*

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

Type here.

*This headline is suggested but drafters could add additional, different headlines in here. The purpose of this section of the policy is to set out at the highest level “what” the policy establishes. If there are procedures, it is the set up for the detail that will be spelled out in those documents.*

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  |
|  |  |