



CLEMSON UNIVERSITY ADMINISTRATIVE POLICY TEMPLATE

The templating below displays the standard policy categories, but policy authors may choose to include more depending on their policy's needs. An example of the multilevel list is utilized below. Supporting documents such as procedures or additional resources should be separate from the policy and included as part of the policy package for review.

POLICY TITLE

1. PURPOSE

- 1.1. Briefly state any legal, regulatory, financial, operational, accreditation, and/or social requirements this policy addresses.
- 1.2. Articulate why this policy is needed.

2. SCOPE

- 2.1. Which population(s) of the Clemson University community should observe this policy and follow its procedures?

3. POLICY STATEMENT

- 3.1. State the policy here.
- 3.2. Specify the requirements or provisions the policy is placing on/extending to the University community.
 - 3.2.1. What is permitted or prohibited?
 - 3.2.2. When does it apply?
- 3.3. What are the exceptions to the policy and who makes that decision?
- 3.4. What is the recourse for not complying with this policy?

4. DEFINITIONS

- 4.1. Define terms that are unclear and are not already defined in separate glossary of terms.

5. ADDITIONAL RESOURCES

- 5.1. An "Additional Resources" subheading may be necessary to provide quick access to related information such as procedures.
 - 5.1.1. Do not include "how to" procedures. Those should be linked in a separate document.

6. RESPONSIBLE DEPARTMENT

- 6.1. Office with supervision for this policy
- 6.2. Policy contact (department) information such as a phone number or email to contact with questions/issues (to aid with longevity of policy, an individual should not be listed)
 - 6.2.1. Supporting contact information for individuals who handle different aspects of the policy procedures should be linked out in a separate document (ex. org chart)



7. APPROVAL & REVISION HISTORY

7.1. President Approval: (date)

7.2. *If applicable, Board of Trustees Approval: (date)*

7.3. Last Date of Revision: (date)

7.4. Originally Issued: (date)

DRAFT