**POLICY STATEMENT**

Generally, two to four sentences, the "Policy Statement" states the policy’s intent, why the policy must exist, who must follow the policy, when the policy applies, and any mandated actions or constraints. It doesn’t describe procedures.

**AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

Alumni  Faculty  Graduate Students  Health Professional Students

Staff  Undergraduate Students  Vendors/Contractors  Visitors

Other: Include any other stakeholders not listed above.

**DEFINITIONS**

Optional (only if needed). Define any unfamiliar, technical, or terms that have specialized meaning in this document. (Try to keep definitions the same as in other policies.) Please list terms alphabetically.

**PROCESS & PROCEDURES**

Describe procedures for compliance that outline how the policy's requirements will be met or provide web address where the procedures are located. Use subheadings to categorize procedures & indicate resposible party for each procedure.

**REFERENCES & SUPPORTING DOCUMENTS**

Identify the documents which must be used to comply with the policy; explain the purpose of each document; attach or provide a hypertext link to each document. Attach or provide hypertext link to any relevant references.

**RELATED POLICIES**

List all of the policies that may relate to this policy. Provide hyperlinks to each policy.

**APPROVED BY:**

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Neil J. MacKinnon, PhD Date

Executive Vice President for Academic Affairs and Provost, Augusta University

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Brooks A. Keel, PhD Date

President, Augusta University