

The University of Wisconsin Oshkosh
Policy # [####]
[Policy Title]



Original Issuance Date: MMMM DD, YYYY
Last Revision Date: MMMM DD, YYYY
Next Review Date: MMMM DD, YYYY

1. PURPOSE

The purpose of this policy is to ... [one paragraph]

2. RESPONSIBLE OFFICER

Executive Title [of person responsible for maintaining and enforcing policy e.g. Provost, Vice Chancellor, CIO, etc]

3. SCOPE

This policy applies to ... [one paragraph].

4. BACKGROUND

[1 or 2 paragraphs of general information that informs why we need a policy or provides context or that simply doesn't fit in any other sections. HALF PAGE MAXIMUM.]

5. DEFINITIONS

[Insert definitions readers may find useful to correctly interpret the policy]

6. POLICY STATEMENT

1. [Enter policy statements here.]
2. All paragraphs in this section must be numbered/lettered.
 - a. Use sub-statements where necessary.
3. Policy statements constrain behavior in one of three ways:
 - a. You shall.....
 - b. You may.....
 - c. You may not....
4. If the statement is not stating one of those three, it is not a policy statement and belongs somewhere else.
 - a. i.e. "should" or "might" are not policy statements because they do not require, permit, or prohibit. They're just nice ideas.

7. REFERENCES

[Links to documents or resources relevant to the policy]

8. PROCEDURES

[Links to procedural information on how to comply with the policy.]

9. REVISION HISTORY

[Date]	[Brief revision description]
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