

Below is a description of the information Policy Owners must provide before a University Policy is reviewed for approval. Please ensure that the Policy Submission Checklist is completed and submitted to the Office of University Compliance with your policy.

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| **Title** | The title must identify the key purpose of the policy, in as few words as possible. |
| **Policy Owner** | The responsible unit or office that owns the policy. This may include more than one unit, however generally should not exceed two. |
| **Applies to** | The population of individuals that must comply with the policy: faculty, staff, students, others. |
| **Campus Applicability** | The campuses that are included in the scope of this policy. For example, Storrs based, School of Law, UConn Health, etc. |
| **Approval Date** | The date the current version of the policy was approved by the highest authority required: Month DD, YYYY |
| **Effective Date** | If different than Approval Date. The effective date must not precede the document’s policy website publication date: Month DD, YYYY |
| **For More Information Contact** | This can be an office or a position. Either is acceptable. Refrain from using an individual’s name. |
| **Contact Information** | A phone number and/or email of the office or position listed above. |
| **Official Website** | Link to University website |

All fields (text alignment) should be justified.

**BACKGROUND** (IF APPLICABLE)

To keep the Purpose and Policy Statements concise, any relevant background or context information may be provided here.

**PURPOSE**

Legal or regulatory reasons as well as overall benefits of the policy. The Purpose statement should begin with “To”. For example, *To ensure compliance with*...

**APPLIES TO** (IF APPLICABLE)

This field may be used to further clarify to whom a policy applies. For example, a policy may apply to all faculty, staff, and students who have a particular responsibility or obligation.

**DEFINITIONS** (IF APPLICABLE)

Define terms that are technical or not commonly understood by the general University community.

**Format:** The term is BOLD and precedes a colon.

Defined terms are capitalized throughout the document

**POLICY STATEMENT**

A succinct statement that articulates requirements and expectations, establishes standards, rights and/or responsibilities that apply generally throughout the University.

* Sentences and paragraphs are clear and understandable.
* Acronyms are spelled out completely the first time the phrase is used.
* Use direct language to convey mandatory or prohibited action (e.g., must, will, required, prohibited) rather than non-compulsory language (e.g., should, may, should not)
* Use gender-neutral language

**ENFORCEMENT**

All University policies should include the following statement:

Violations of this policy may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Code.

**PROCEDURES/FORMS**

Procedures and forms should not be included within the main body of a policy. Instead, units should include links to procedural information and applicable forms at the end of the policy document.

**REFERENCES**

**POLICY HISTORY**

Comprehensive history of each version of the policy by effective date (effective date represents when the version was approved by the highest authority required). Do not include dates when minor revisions, such as updating URLs or contact information, occurred. Include who or what body of authority approved the policy version.

Example:

**Policy created:** *02/22/2022 (Approved by Senior Policy Council)*

**Revisions:** *04/13/2023 (Approved by Senior Policy Council)*

Revised 01/19/2023