|  |
| --- |
| **C:\Users\sscott90\Desktop\Primary Logos\Georgia Tech With Seal\GTLogoSeal_RGB.png**  Policy Title  Policy No.  Type of Policy: [Academic or Administrative]  Effective Date: [Month Year]  Last Revised: [Month Year]  External Requirement for Review: [Date, Reason] – if applicable  Compliance Reporting: [Date, Reason] – if applicable  **Policy Owner**: [Department/Unit]  **Policy Contact**: [Name, Title, E-mail] |

# Reason for Policy

Generally, 1-2 sentences, the “Reason for Policy” cites the Institute’s commitment to a value or strategic goal, why the policy must exist, the problem or conflict the policy seeks to address, or cites any legal, regulatory, stewardship or other requirement the policy aims to meet. This latter information is helpful in the future when the policy needs to be reviewed/updated.

# Policy Statement

Generally, 1-2 paragraphs, the “Policy Statement” states the policy’s intent, when the policy applies, and any mandated actions or constraints. It doesn't describe procedures.

# Scope

All categories of people, process and governance to which the policy applies.

# Definitions

Terms specific to this Policy. Where possible, use terms from the Master Glossary of terms that apply to this policy.

|  |  |
| --- | --- |
| **Term** | Definition |
| **Term** | Definition |
| **Term** | Definition |

# Procedures

Procedures link to information on how the policy’s requirements will be met.

|  |  |
| --- | --- |
| **5.1 Sub-Heading** | |
| Subject | Link to Procedure, or brief description with link. |
| Subject | Link to Procedure, or brief description with link. |

# Forms

Links to any forms needed to meet the policy’s requirements. Use of links recommended, however, forms can also be uploaded directly to the policy page, if necessary.

|  |  |
| --- | --- |
| Title | Link |
|  |  |
|  |  |
|  |  |
|  |  |

# Frequently Asked Questions

*Optional:* Link to policy owner’s webpage containing policy specific FAQs.

# Responsibilities

List the units or individuals who are responsible for aspects of the policy (e.g., colleges, departments, offices, faculty, students, employees, etc.). Summarize the major responsibilities – the “what” not the “how” of the responsibility. Details of “how” should be in the procedures section.

## Responsible Party

## Responsible Party

# Enforcement

Description of potential repercussions for those within policy scope who are found in violation of the policy. As much as possible, there should be a prescribed set of consequences for the various *types* and *frequency* of noncompliance that may occur.

# Related Information

List related Georgia Tech policy documents, USG-BOR policies, and/or external documents that provide helpful, relevant information to the policy. Use of links is recommended, but appendices and other related documents can also be uploaded directly to the policy page, if necessary.

|  |  |
| --- | --- |
| Resource | Link |
| Georgia Tech or BOR Policy  Federal or State Law  Regulation or Standard | Hyperlink |
| Georgia Tech or BOR Policy  Federal or State Law  Regulation or Standard | Hyperlink |

# Policy History

|  |  |  |
| --- | --- | --- |
| Revision Date | Author | Description |
| XX-XX-XXXX | Office, Department/Unit | [Brief & specific description of change] |
| XX-XX-XXXX | Office, Department/Unit | [Brief & specific description of change] |