

Attachment B UIW Policy Template



**UNIVERSITY OF THE
INCARNATE WORD**

University of the Incarnate Word
<POLICY TITLE>

Effective Date:

Contact: <name, title, office>

PURPOSE

(brief statement)

SCOPE

DEFINITIONS

(if needed)

NARRATIVE

OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. Oversight of this policy is assigned to <whom?>
2. The policy will be published <where?>
3. <who?> will assure its compliance, and report results <where/when?>
4. This policy will be reviewed <how often?> for possible updates. (Note that the policy must be reviewed at least every three years)

First Approved: <date>

Dates Reviewed: <date>

Revised:

Revised: