Attachment B UIW Policy Template

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| A close-up of a logo  Description automatically generated | **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 <title>
2. The policy will be published <where?>
3. <title> 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**: