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| **Austin Peay State University** | **Policy Name** |
| **POLICIES** |

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| --- | --- |
| **Issued:** | *(Date President approves policy)* |
| **Responsible Official:** |  |
| **Responsible Office:** |  |

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|  | **Policy Statement** |

This is the key statement of the University’s position. It should be a short paragraph that generally states what the University requires or adheres to, what its objectives are, or what the standards or values are. The policy statement should begin as follows: “It is the policy of Austin Peay State University…”

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|  | **Purpose** |

The purpose is used to provide a brief introduction and background information regarding the need for the policy. It allows readers to see the policy in a wider context and understand the rationale behind it. The purpose section should begin as follows: “The purpose of this policy is to…”

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|  | **Contents (if applicable)** |

**Definitions**

-Term 1

-Term 2, etc.

**Procedures**

-Section Title

-Section Title, etc.

**Related Forms**

-Form 1

-Form 2, etc.

**FAQs**

-Not usual for policies

-etc.

**Links**

-Link 1

-Link 2, etc.

|  |  |
| --- | --- |
|  | **Definitions (if applicable)** |

|  |  |
| --- | --- |
| Term 1 | Definition |
| Term 2 (add row for each term/definition) | Definition  |

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| --- | --- |
|  | **Procedures** |

|  |  |
| --- | --- |
| Section 1 | Definition |
| Section 2 (add row for each section) | Definition |

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| --- | --- |
|  | **Related Forms (if applicable)** |

|  |  |
| --- | --- |
| Form 1 | Definition |
| Form 2 (add row for each form) | Definition  |

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| --- | --- |
|  | **FAQs (if applicable)** |

|  |  |
| --- | --- |
| FAQ 1 | Definition |
| FAQ 2 (add row for each FAQ) | Definition  |

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|  | **Links (if applicable)** |

|  |  |
| --- | --- |
| Link 1 | Definition |
| Link 2 (add row for each form) | Definition  |

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|  | **Revision Dates** |

 (APSU Policy Number) – Issued:

|  |  |
| --- | --- |
|  | **Subject Areas:** *(Mark all that apply with*   XX   *)* |

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| Academic | Finance | General | Human Resources | Information Technology | Student Affairs |
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|  | **Approved** |

President: (sign upon approval)