

Saint Francis University

Standard Policy Template

Submission date:

Name of person submitting proposal:

Department:

University Policy Officer (*VP for Department submitting proposal*):

Responsible Office (*Division*):

**Policy
Statement:**

Purpose

Indicate the rationale for the policy, including any legal or regulatory requirements that the policy aims to address. If more space is needed, please attach in a word document.

Audience

Identify the members of the University community who will be affected by the policy. (Select all that apply)

Faculty

Staff

Students

Public

Definitions

Define any terms used in the policy that have a specialized meaning.

Consequences of Violating this Policy

List any applicable sanctions for non-compliance, such as disciplinary action of students or employees and/or civil or criminal penalties. If there are no applicable sanctions, please leave blank.

Related Information

List (and provide any available hyperlinks to) (1) related policies, (2) any applicable legal or regulatory information, or (3) any forms or templates, FAQ documents or other information related to the policy.

Next Steps:

After completing the standard policy template, please forward the form to your designated policy officer (VP) for review and approval.

Once approved by the Policy Officer, it will be presented before the necessary required committees/stakeholders for review.

If approved, the policy will be added to the electronic policy database. If needed, a campus wide review can be conducted through the policy database for the campus community. The review will allow comments to be submitted regarding the policy before it is approved and implemented.

Please contact the Finance & Administration Division with any questions or concerns related to this process.