

<Policy Title>

## Preamble

<This section is optional. High level statement providing context and examples.>

## Purpose

* 1. <Reasons that the policy exists.>

## Jurisdiction/scope

* 1. <An outline of the specific case(s), areas of the University, or constituency to which the policy applies.>

## Definitions

* 1. <Define relevant terms contained in the policy.>

## Policy

* 1. <A clear and concise statement of the policy. This section should not include procedures. It may include sub-headings such as roles and responsibilities, exceptions etc. to facilitate quick reference.>

## Relevant Legislation

* 1. <This section is optional. A list of legislation relevant to the policy if applicable. For example, a policy on workplace health and safety might reference the Occupational Health and Safety Act. Legislation should be hyperlinked whenever possible.>

## Related Policies, Procedures and Documents

### Policies

* <A hyperlinked list of related (can be both external documents and internal documents).
* Delete if N/A>

### Procedures

* <A hyperlinked list of associated procedures (can be both external documents and internal documents).
* Delete if N/A>

### Guidelines

* <A hyperlinked list of relevant documents (can be both external documents and internal documents).
* Delete if N/A>

## Additional Approval Information

1. Policy Number: <Assigned by University Secretary>
2. Approving Authority: <Assigned by University Secretary>
3. Approved: <Date policy originally approved>
4. Responsible Office: <The department or area responsible for implementation>
5. Responsibility: <Title of the individual(s) responsible for issue/review>
6. Revision Date(s): < All revision dates (most recent first)>
7. Supersedes: <Name of old policy that new policy replaces (if applicable)>
8. Next Required Review: <Every policy must be reviewed at least once every 5 years. Review date will be established by University Secretary>