

**Policy Number**, e.g. “X-2.00(A)”

**Title**, e.g. “UMB Policy on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

1. **Purpose**

*A short, general statement of the University’s intent regarding the policy’s subject matter and the problem the policy will resolve. It should cite any legal or regulatory reasons for the policy. This section is required for all policies.*

1. **Policy Statement**

*This section is the main content of the policy and describes what is required or expected of those to whom the policy applies. It should be an authoritative statement of requirements, conditions, or restrictions without describing the “how-to” procedures. Sub-headings may be used as required for organization and clarity.*

*The procedures (detailed workflow and actions) that are necessary to implement the policy should be developed separately. Please contact the Policy Office for guidance regarding developing a procedure in support of the policy.*

1. **Definitions**

*This section defines key terms used within the policy to give the reader clarification of the meaning of the policy and to ensure consistency of interpretation. The inclusion of this section is dependent on the use of terminology that requires clarification. The following format should be used:*

**Term**: The definition of the term.

1. **Scope and Exceptions**

*This optional section explains who and/or what the policy applies to. It may also include exceptions to the policy (e.g. groups of individuals, funding sources, or certain activities that the policy does not apply to). If this section is not included, it is assumed that the policy applies across the University.*

1. **Roles and Responsibilities**

*This optional section lists the roles and responsibilities of UMB offices or roles referenced in this policy, as needed to implement the policy.* Consider listing the responsible department’s contact information for questions. *The following format should be used:*

**Office or Role**

* Responsibility 1
* Responsibility 2

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**Key Related Policies and/or Procedures:**

**Keywords:**