**POLICY 0.000x: APPENDIX 2**

**UNIVERSITY POLICY TEMPLATE (1" margins; ragged right margin; Arial 11 point font)**



**POLICY & PROCEDURE DOCUMENT**

NUMBER: X.###Y (Y = version number)

DIVISION:

TITLE:

DATE: XXXX XX, XXXX

REVISED: XXXX XX, XXXX [if applicable]

Authorized by: XXXXXXXXXX

**I. Purpose and Scope**

[introduction or preamble]

**II. Policy**

A. XXXXXXX

1. XXXXXXX

a. xxxxxxxx

b. xxxxxxxx

2. XXXXXXX

B. XXXXXXX

**III. Procedure**

A. XXXXXXX

1. XXXXXXX

a. xxxxxxxx

b. xxxxxxxx

2. XXXXXXX

B. XXXXXXX

1. XXXXXXX

**IV. Related Policies**

See also:

[list any related policies or manuals]

**V. Reason for Revision**

[if applicable. Include dates pertinent to the revision(s)]

Appendices

[if applicable]