



## **OFFICIAL POLICY ON POLICIES TEMPLATE**

*Italicized instructions provided in this template are for guidance only and should be deleted as specific policy content is inserted.*

**POLICY TITLE**

**POLICY NUMBER**

<b>Responsible Unit:</b>	<b>Effective Date:</b>
<b>Responsible Official:</b>	<b>Last Reviewed Date:</b>
<b>Policy Classification:</b>	<b>Origination Date:</b>

### **I. POLICY STATEMENT AND RATIONALE**

*The policy statement is a concise statement of the overall purpose of the policy. This section identifies the goal and rationale for this policy.*

## **II. POLICY SCOPE AND AUDIENCE**

*This section identifies the scope and audience for this policy and communicates who shall be aware of and comply with this policy.*

## **III. POLICY COMPLIANCE**

*This section identifies the specific impact and consequences of not following this policy.*

#### **IV. POLICY DEFINITIONS**

*This section defines any terms used in the policy that are important to its compliance and/or might be misunderstood by the audience. This may include specialized terms used in this policy.*

#### **V. POLICY IMPLEMENTATION PROCEDURES**

*This section describes the means by which this policy is implemented and serves as a summary of the policy implementation process. Detailed steps for policy implementation may be developed in a separate procedures document. Link(s) to a detailed implementation procedures document shall be provided.*

## **VI. POLICY RELATED INFORMATION**

*This section may provide links to applicable federal, state, and local laws, policies, regulations or SUS Board Bylaws that impact this policy.*

## **VII. POLICY HISTORY AND REVIEW CYCLE**

*This section identifies whether this is a new or existing policy. The effective date of this policy is determined by the approval dates of both the Chair of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System. Additionally, the policy last review and origination dates are identified. This policy is subject to a five-year policy review cycle.*

**VIII. POLICY URL**

*This section identifies the Southern University System website where the system policies are archived – [www.sus.edu](http://www.sus.edu).*

**IX. POLICY APPROVAL**

*This section identifies the appropriate approval official(s).*

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***Ray L. Belton, Ph.D.***  
*President-Chancellor, Southern University and A&M College System*

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***Effective Date of Policy***

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***The Honorable Mrs. Ann A. Smith***  
*Chair - Southern University System Board of Supervisors*

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***Effective Date of Policy***