[ENTER POLICY NAME]

Final Approval Body: *Click or tap here to enter text.*
Senior Administrative Position with Responsibility for Policy: *Click or tap here to enter text.*
Date Initially Approved: *Click or tap to enter a date.*
Date of Last Revision, if applicable: *Click or tap to enter a date.*

PURPOSE OF POLICY
[*Delete after completing this section – State the overarching purpose of the policy.*]

DEFINITIONS
[*Delete after completing this section – Include definitions for terms with discrete meaning within the policy. Always capitalize defined terms when used in the policy.*]

POLICY STATEMENT

SCOPE OF PROPOSED POLICY/PROCEDURE
[*Delete after completing this section – Scope may include the groups to which the policy pertains, such as students, faculty, and staff, or other statements with respect to time periods, geographic/building locations, funds, etc. This section should also reference other pertinent policies, legislation, regulations, collective agreements, etc. and explain their relationship to the policy, if any*.]

RESPONSIBILITIES
[*Delete after completing this section – Indicate what responsibilities are assigned and to which units/positions under the policy. If there are different categories or levels of responsibility, this section can be used to delineate them*.]

Related Policies, Procedures, Guidelines: *Click or tap here to enter text.*
Policies Superseded by this Policy: *Click or tap here to enter text.*
Contact: *Click or tap here to enter text.*

Date for Next Review (five years from initial approval)**:** *Click or tap to enter a date.*

Please submit your final package to the Secretariat at policies@queensu.ca .