LU Policy Number: Choose an item.Choose an item.**(Left blank pending policy approval)**

Effective Date: **(Add a future date when the policy comes into effect)**

Approval Date: **(Add “TBD” pending approval)**

Revised Date: **(Add “N/A” to a new policy, actual revised date to a revised policy)**

Purpose: **(Add purpose of the policy here)**

Additional Authority: **(Add any law, statutes or regulation covering the policy here, Write N/A if there are none)**

Scope: **(Add department, college, constituents or entity that the proposal addresses)**

Approval Authority: Choose an item.

Responsible Authority: Academics

Definitions: **(Add definitions of key terms here, write “N/A” if there are none)**

Policy Title

**(Add title here)**

Policy Statement

**(Add policy wording and statement here)**

Procedure(s)

**(Add procedures here, write “N/A” if there are no procedures)**

Other Notes

**(Add all notes relating to the proposal here, if applicable)**