

New and Revised Policy Template

The following template is intended to serve as a guide for the development of West Virginia State University (WVSU) policies -- broadly applicable statements of basic principles that direct the activities of the campus community toward institutional goals; promote compliance with external laws and regulations; support University operations; and/or reduce institutional risk. Policy writers and developers with questions, comments or suggestions about the template and/or the policy development process at the University are encouraged to contact the General Counsel at alice.faucett@wvstateu.edu, (304) 766-3003.

Format Guidelines

Policy Font and Size: Times New Roman/12

Single Space within the section; Double Space between each section

Indent five spaces when beginning a new subsection

Include words and colons in Section 1; Include the word “Definitions” in Section 2

Only include section 1.5 below if it is a Revised Policy

Bold as indicated below

Title: [Text] (Insert Policy title)

Section 1. General

1.1. Scope: [Text] (State a brief, concise summary, approximately three to five sentences, that states the overall reason for and scope of the policy)

1.2. Authority: [Text] (State code section, i.e. W. Va. Code §18B-1-6 or rule)

1.3. Application: [Text] (Describe who is affected by the policy and under what circumstances.)

1.4. Effective Date: [Text] (Initial effective date of policy. This is when it has received final approval for implementation.)

1.5. Revises or Repeals and Replaces: [Text] (Choose either “Revises” or “Repeals and Replaces” and list policy number being revised or repealed and replaced.)

Section 2. Definitions (List terms in alphabetical order.)

2.1. [Text] (List word and definition as follows:

Rule. Any regulation, guideline, directive, standard, statement of policy or interpretation of general application which has institution-wide effect or affects the rights, privileges or interests of employees, students or citizens.

2.2. [Text] (List next word and definition)

Section 3. [Heading]

3.1. [Text] (When necessary to have subheadings and sub-sub-headings, the sections should look like the section below)

3.1.a. [Text]

3.1.a.1. [Text]

Section 4. [Heading]

4.1. [Text]

4.1.a. [Text]

4.1.a.1. [Text]

4.1.a.1.A. [Text]

Section 5. [Heading]

5.1. [Text]

5.1.a [Text]

5.1.a.1.[Text]

5.1.a.1.A [Text]

5.1.a.1.A.1. [Text]

(Italicize this section and include words and colons before explanation.)

Policy History: (List the date the policy was approved by the Board of Governors and HEPC, if applicable, and for revised policies list all previous revision dates in order, separated by semicolons.)

Cabinet Positon and Department: (Cabinet member position under which this policy falls and Department, Office, or Unit responsible.)

Resources: (Link and/or list relevant and/or related policies, documents, websites, etc.)