Policy Chapter: Chapter 00 Title

# Policy Number and Title: 00.000 Policy Title

## (It is advised that a Table of Contents be provided if the document exceeds five pages. Please use Microsoft Word’s Heading Styles for the various headings, and its built-in bulleted list and numbered lists in order to maintain compatibility with screen readers for the visually disabled. Please note: Heading styles above “Heading 5” are not fully supported by screen readers, so try to keep the number of heading levels to five.)

## Policy Statement (Use Heading 2 Style)

State the purpose of the policy and broadly summarize it in 1 to 6 sentences, ideally. Include any requirements or standards established or expected to be met, why they are important, and how the policy relates to the University mission.

## Application of Policy

Briefly describes to whom the policy applies. This can be as short as one or a few words (e.g., “All University” or “Faculty and Students).

## Policy Definitions

Define terms used in the policy that have specialized meanings (defining terms not used in the policy may create ambiguity). List definitions in alphabetical order. For example:

### Employee (Use Heading 3 Style)

“Employee,” in this policy, means …

### Staff

“Staff,” in this policy, means…

## Policy Responsibilities

### Headings (Use Heading 3 Style)

Describe duties, responsibilities, and requirements that are fundamental to the policy, here. Please avoid inclusion procedures. For more information on distinguishing the two, please visit our [Policies v. Procedures Comparison web page](https://policy.unt.edu/policies-v-procedures-comparison).

#### Sub-Headings (Use Heading 4 Style)

##### Sub-Sub-Headings (Use Heading 5 Style)

###### Sub-Sub-Sub Headings (Use Heading 6 Style)

* + - * 1. Sub-Sub-Sub-Sub Headings (Use Heading 7 Style)

Sub-Sub-Sub-Sub-Sub Headings (Use Heading 8 Style)

## Resources/Forms/Tools (Optional)

These may be hyperlinked with procedural information. The policy contact should ensure links are working and current. Provide digital versions of any form or instructions that are identified in the policy; this may also include links to materials hosted elsewhere, such as on federal or state web sites. If listing forms, please cite the number of the document, followed by its title.

An example of the ideal format for linked resources is as follows. It is a descriptive hyperlink, followed by a non-hyperlinked URL in brackets. This is an ideal combination for both screen readers and print records.

Link descriptive text

[University Policy Office](https://policy.unt.edu/)  
[https://policy.unt.edu]

Include non-linked web address in brackets

## References and Cross-References (Optional)

Other documentation that complements, supplements, or assists in explaining the provisions of the policy. Cite federal, state, local, administrative, Regents Rules, campus authority, as applicable. It is up to policy owner to verify the cited documentation is current and relevant. When linking to web pages, please include a meaningful hyperlink, followed the full URL, unlinked, as demonstrated directly below.

## Revision History

If this is a new policy, please so indicate. If the policy replaces an existing policy, the revision history should so indicate, providing the policy title, number, and effective date.

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| --- | --- |
| Policy Contact: | Title (Ensure Unit is Listed on Current Campus Org Chart) |
| Approved Date: | (MM/DD/YYYY) |
| Effective Date: | (MM/DD/YYYY) |
| Revisions: | (MM/DD/YYYY), (MM/DD/YYYY) |