Western Michigan University Policy No: XX-xx

***Have you read the Useful Resources documents on the Policy Committee webpage for help completing the template?***

Kalamazoo, MI 49008

POLICY TITLE

**Statement of Policy** [*Provide a general summary of the core rights, requirements, or limitations being established by this policy.*]

**Summary of Contents/Major Changes**: *[For new policies, indicate here that it is a new policy For existing policies that are being changed, this would be a listing of the sections that were changed, and why.]*

**Responsible Office and Responsible Enforcement Official**: *[Which office is in charge of monitoring, enforcing, and revising the policy? Who is the individual within that office who will be performing those functions? List position title, not individual name]*

**Classification**:

☐ Board of Trustees Policy

☐ Board-delegated Policy

**Categories**: *[Click on the appropriate checkbox to select one category.]*

Choose an item.

1. **Purpose of Policy**

*Instructions: Explain, in detail, the purpose of this policy.*

1. **Stakeholders Most Impacted by the Policy**

*Instructions: Identify the university group(s) this policy is most likely to impact, and explain how or why they will be impacted.*

1. **Key Definitions**

*Instructions: Define key words or phrases that are not commonly known, or that are specific to the policy. For example, a policy about global education may include a definition for the term “visiting scholar” in the context of the policy or the area proposing the policy. These definitions exist to minimize ambiguity, and to make the policy clear to a large audience that is not necessarily familiar with the subject matter.*

1. **Full Policy Details**

*Instructions: Set out the complete policy including implementation and communication plans. Include the name(s) and title(s) of those responsible for enforcing the policy, a description of individuals’ responsibilities, and how the policy will be communicated to the university community.*

* 1. Implementation
	2. Communication
	3. Exceptions
1. **Accountability**

WMU Community: For students, failure to follow this Policy could lead to sanctions under the Student Code, up to and including expulsion. For administrators, faculty and staff, failure to follow this Policy could lead to disciplinary action up to and including dismissal consistent with Human Resources policy and applicable bargaining agreements.

Additional consequences for non-compliance include: *add policy-specific consequences (e.g., webpage will be taken down, we’ll lose federal funding, you will be asked to leave the premises, etc.).*

1. **Related Procedures and Guidelines**

*Instructions: Identify any related departmental or unit guidance that accompanies this policy. This guidance may further illustrate policy implementation practices.*

1. **Additional Information**

*Instructions: If applicable, list any additional, relevant information about this policy that is not addressed in detail in the above criteria.*

1. **FAQs**

*Instructions: If applicable, state and answer any commonly asked questions regarding this policy. The purpose of this section is to allow users to answer common questions without having to pick up the phone/send an e-mail.*

*Note: FAQs are informational only and not officially part of the policy. They may be revised as needed without following the policy review and approval process.*

**Related Policies**: *[List any other Policies that are currently on the Policies A-Z page that are related to or affected by this Policy.]*

**References:** *Cite external references that you relied on/referred to in developing this Policy. This includes policies from other schools*

**History**:

* 1. Effective date of current version:
	2. Date first adopted:
	3. Revision history:
	4. Proposed date of next review:

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| **Certified by:****Responsible Enforcement Official** | **At the Direction of:** **[Board/President/VP]** |
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