POLICY TITLE: POLICY TITLE

POLICY NO. : 9.99 REV [assigned by President’s Office if policy is new]  
ADMIN CODE: 9999-9-99 [assigned by President’s Office if policy is new]

PAGE NO.: 1 OF [X] EFFECTIVE DATE: mm/dd/yy [date of BOT meeting]

NEXT REVIEW DATE: mm/yyyy [three years from effective date]   
RESPONSIBLE OFFICER(S): [example: VPSA/VPF&A]  
APPROVED BY: BOARD OF TRUSTEES

1.0 LEVEL ONE HEADING IN ALL CAPS  
  
When there is only one paragraph under the Level One heading, do not include a second rank number

1.1 Second Rank

1.1.1 Third Rank

1.1.1.1 Fourth Rank

[Insert any informational links above history trail]

History

Effective:

Revised:

Reviewed: [This is used only for a review with no changes.]

Applicable Procedures: 9.99:1 Title of Procedure 1 (Hyperlink)  
 9.99:2 Title of Procedure 2 (Hyperlink)  
 9.99:3 Title of Procedure 3 (Hyperlink)

[See next page for example of page 2 header.]