

**Instructions for Drafting University Policies:**

Use the form below to draft or revise a University policy. Please use Arial in 11 pt font size. You are not limited to the spacing that appears on the form. Draft policies ready for review by the University Policies and Procedures Review Committee should be sent via e-mail as a Word document attachment to Myrlande Dessalines at [myrlande@fau.edu](mailto:myrlande@fau.edu). There should be clear indication in the transmittal that the draft policy has been reviewed and approved by its initiating authority.

**POLICY TEMPLATE**

<b>SUBJECT:</b>	<b>Effective Date:</b>	<b>Policy Number:</b>	
	<b>Supersedes:</b>	<b>Page</b>	<b>Of</b>
	<b>Responsible Authority:</b>		

**(REQUIRED)**

DATE(S) OF INITIAL ADOPTION AND EFFECTIVE DATE:\*

APPLICABILITY/ACCOUNTABILITY:

POLICY STATEMENT:

DEFINITIONS:

PROCEDURES:\*\*

INITIATING AUTHORITY:

**(OPTIONAL)**

GENERAL POLICY OR PREAMBLE; BACKGROUND INFORMATION; RELATED INFORMATION; RELATED DOCUMENTS; CONTACTS; FORMS:

\*THIS REQUIREMENT APPLIES ONLY TO EXISTING POLICIES BEING REVIEWED OR REVISED

\*\*IF ANY ARE NEEDED TO IMPLEMENT THE POLICY

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**POLICY APPROVAL**  
(For use by the Office of the President)

Policy Number: \_\_\_\_\_

*Initiating Authority*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*Policies and Procedures  
Review Committee Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*President*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

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