Regents Policy Chapter <Number>, <Title>

Regents Policy <RP plus Number>, <Title>

Effective Date: <Month and Year>

Prior Dates Amended: <Month and Year>; <Month and Year>; <Month and Year>

Review Date: <Cite Proposed 3-Year Review Cycle Review Month and Year>

**I. Purpose**

* Each policy should have a focused purpose.
* The purpose statement should inform the reader why the procedure was issued and what information may be found in the procedure, e.g., provisions of implementation guidance, in approximately 3-5 sentences or approximately 250 words or less.

**II. Definitions**

* When the subject matter requires a precise understanding of terms, include them in this section in alphabetic order. Cited definitions are to be (1) consistent with and (2) included in the master dictionary of definitions cited in all policies, and maintained in the appendix to the compendium of policies and procedures.
* When a term has more limited use, it can be defined in the body of the statement, and the Definitions section may be omitted.
* Only terms used that are needed should be included/cited in the definitions.
* If there are no policy-specific definitions, include in the Definitions section the statement “No policy specific or unique definitions apply.”

**III. Policy**

<Note: A Board of Regents policy is the official statement of the Board that sets forth the governing principle, plan or understanding that is to guide action on a subject. Board policies serve as the base and must be adhered to when promulgating subordinate executive policies and administrative procedures.>

Guidelines:

* Use Board of Regent Policy template
* Use plain language and an active voice
* Use concise statements
* Use logical organization and informative headings
* Use lists and tables
* Use “shall” for an obligation, “shall not” for a prohibition, “may” for a discretionary action, and “should” for a recommendation
* Wording: be succinct and to the point; avoid jargon and legalese; avoid abbreviations; use pronouns
* Format (Arial 12 Point Font):

1. **Purpose**
2. **Definitions**
3. **Executive Policy**
4. **Delegation of Authority**
5. **Contact Information**
6. **References**

**Note: All six sections are to be included in each regents policy with either content or notations, e.g., see Definitions and Delegation of Authority section notations, as appropriate.**

**IV. Delegation of Authority**

* As embodied in the BOR Policy, cite the specific decision-making authority delegated to the President and limits, if any, associated with the delegation.
* If there is no policy-specific delegation of authority, include the statement, “There is no policy-specific delegation of authority.”

**V. Contact Information**

<Cite the office name and contact telephone number, email address, or Web address for use by individuals seeking assistance or additional information.>

**VI. References**

* Link to superseded policies: <Cite Link Address>
* List the sources which may relate to or impact on the policy, e.g., Federal and State Laws, rules and/or regulations.
* List associated executive policies
* When available, cite electronic “links”

**Approved:**

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<Name of Approving Authority> <Date>

<Title of Approving Authority>