

**[ENTER POLICY NAME]**

**Final Approval Body:** Click or tap here to enter text.

**Senior Administrative Position with Responsibility for Policy:** Click or tap here to enter text.

**Date Initially Approved:** Click or tap to enter a date.

**Date of Last Revision, if applicable:** Click or tap to enter a date.

**DEFINITIONS**

[Delete after completing this section – Include definitions for terms with discrete meaning within the policy. Always capitalize defined terms when used in the policy.]

[Type here]

**PURPOSE OF POLICY**

[Delete after completing this section – State the overarching purpose of the policy.]

[Type here]

**POLICY STATEMENT**

[Type here]

**SCOPE OF PROPOSED POLICY/PROCEDURE**

[Delete after completing this section – Scope may include the groups to which the policy pertains, such as students, faculty, and staff, or other statements with respect to time periods, geographic/building locations, funds, etc. This section should also reference other pertinent policies, legislation, regulations, collective agreements, etc. and explain their relationship to the policy, if any.]

[Type here]

**RESPONSIBILITIES**

[Delete after completing this section – Indicate what responsibilities are assigned and to which units/positions under the policy. If there are different categories or levels of responsibility, this section can be used to delineate them.]

[Type here]

**Related Policies, Procedures, Guidelines:** Click or tap here to enter text.

**Policies Superseded by this Policy:** Click or tap here to enter text.

**Responsible Officer** (senior administrator ultimately responsible)**:** Click or tap here to enter text.

**Contact:** Click or tap here to enter text.

**Date for Next Review** (five years from initial approval)**:** Click or tap to enter a date.

Please submit your final package to the Secretariat at [policies@queensu.ca](mailto:policies@queensu.ca) .