==New Policy==
[Brief statement of what the policy does]

	NORTH CAROLINA A&T STATE UNIVERSITY
	CHAPTER [#]___ – [NAME (from Office of Legal Affairs]
	UNIVERSITY POLICY [POLICY # (from Office of Legal Affairs)]**, [POLICY NAME]**

SECTION ___.1   POLICY STATEMENT(S)

[Text]

SECTION ___.2   PURPOSE [what the policy does/reason for the policy]

[Text]

SECTION ___.3   SCOPE [who the policy applies to]

[Text]

SECTION ___.4   COMPLIANCE [(if applicable) consequence of policy violation]

[Text]

SECTION ___.5   HEADING [(if applicable) continue numbering and naming sections as needed]

[Text]

[When necessary to have subheadings and sub-sub-headings, the section should look like the section below]

SECTION ___.6   HEADING

[Text]

> **Section ___.6.1   Heading**
>
> [Text]
>
> **Section ___.6.2   Heading**
>
> [Text]

Section __.6.2.1   Heading

[Text]

Section __.6.2.2   Heading

[Text]

Section __.6.2.3   Heading

[Text]

SECTION ___.7   HEADING

[Text]

POLICY HISTORY:

Eff. [initial effective date of policy; this is when it has received final approval for implementation]

AUTHORITY: [This is the final stop on the road for the policy's approval and implementation. For University Policies, it will almost always be the Board of Trustees (unless Interim Policy, then Chancellor)]

POLICY OWNER: [Cabinet member under which this policy falls]

RESPONSIBLE OFFICE: [Department, Office, or Unit responsible]

RESOURCES:
[Linked relevant and/or related policies, documents, websites, etc.]