


Revised Policy [headings serve as initial identification for Office of Legal Affairs]

Replaces and Rescinds [Brief statement of what the policy does]

	<p style="text-align: center;">NORTH CAROLINA A&T STATE UNIVERSITY</p> <p style="text-align: center;">CHAPTER [#]___ – [NAME (from Office of Legal Affairs)]</p> <p style="text-align: center;">UNIVERSITY POLICY [POLICY # (from Office of Legal Affairs)], [POLICY NAME]</p>
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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) consequences 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 be numbered as needed and generally 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]
Revised Eff. [Revision dates in order, separated by semicolons]

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.]