# **Enter DOCUMENT TITLE here**

DRAFT – MM/DD/YYYY

Required Information \* **For help completing this template, email** [**policy@ku.edu**](mailto:policy@ku.edu?subject=Help%20with%20Policy%20template)

## Basic Information:

|  |  |
| --- | --- |
| **\*Title:** | Title of Document |
| **\*Category/Area:** | ALL UNIV must be department with dual-campus responsibility KUL is responsible unit | KUMC is responsible department |
| **\*Owner:** | KUMC ONLY: Individual responsible for subject matter expertise. |

## \*Document Type: (select only one)

Policy  Procedure  Charter  Guideline  Resource

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## \*Campus:

All University (Includes all locations listed below)

|  |  |  |
| --- | --- | --- |
| Lawrence Campus and | ALL Reporting Units | KU Medical Center and ALL Reporting Units |
| Lawrence | Pittsburg | Medical Center |
| Edwards | Salina (KUL) | Salina (KUMC) |
| Leavenworth | Topeka | Wichita (KUMC) |
| Juniper Gardens | Wichita (KUL) | Public |
| Parsons | Yoder |  |

## \*Applies To:

|  |
| --- |
| ENTER HERE - Identify all applicable individuals who fall under this document’s guidance.  *Examples: staff, faculty, students, visitors, vendors, volunteers, affiliates (individuals, controlled, non-controlled), units, departments* |

## Document Details:

|  |  |
| --- | --- |
| **Table of Contents:** | KUL only (KUMC is automatically generated) |
| **\*Purpose:** | High-level summary of document content |
| **Background:** | Any contextual information that provides guidance |
| **Definitions:** | Define ambiguous terms and acronyms |

## Document Body:

|  |  |
| --- | --- |
| **\*Policy Statement:** | Enter BODY of document |
| **Exclusions or Special Circumstances:** | List exceptions to document |
| **Consequences:** | Actions taken for violation(s) |
| **\*Contact:** | Title, unit/department, email, phone (if available) |

## Related Resources:

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|  |  |
| --- | --- |
| **Related Statutes and Regulations:** | Add hyperlinks to titles |
| **Related Policies:** | Add hyperlinks to titles (note if login required) |
| **Related Procedures:** | Add hyperlinks to titles (note if login required) |
| **Related Forms:** | Add hyperlinks to titles (note if login required) |
| **Related Resources:** | Add hyperlinks to titles |

## Approval:

|  |  |
| --- | --- |
| **\*Final Approver:** | Title of University Official with final approval |

## \*Review Cycle: (select only one)

6 months  1 year  2 year  3 year

## POLICY ADMINISTRATION ONLY

## KUL Topic:

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|  |  |  |
| --- | --- | --- |
| Academic | Contributions | Financial |
| Governance | Grievance & Appeals | Information Access & Technology |
| International | Institutional Administration | Operational |
| Personnel: Affiliates | Personnel: Faculty & Academic Staff | Personnel: Staff |
| Personnel: Student Employees | Personnel: Volunteers | Research & Sponsored Projects |
| Schools & College | Student Life | Travel |

## Tags/Keywords Requested:

Enter commonly associated words (no phrases, no plural)

## Approval Date:

MM/DD/YYYY

## Effective Date:

MM/DD/YYYY

## Change History:

MM/DD/YYYY: Description   
Paste previous historical updates

## Approval Workflow:

Add key stakeholders included in approvals