# **Enter DOCUMENT TITLE here**

DRAFT – MM/DD/YYYY

Required Information \* **For help completing this template, email** **policy@ku.edu**

## Basic Information:

|  |  |
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| **\*Title:** | Title of Document |
| **\*Category/Area:** | ALL UNIV must be department with dual-campus responsibilityKUL 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:

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| --- | --- | --- |
| [ ]  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 |
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## \*Applies To:

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| --- |
| 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) |
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## Approval:

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| **\*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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| [ ]  International | [ ]  Institutional Administration | [ ]  Operational |
| [ ]  Personnel: Affiliates | [ ]  Personnel: Faculty & Academic Staff | [ ]  Personnel: Staff |
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