

<b>Policy Title</b>	Policy Sponsor:	Approval Date:
	Responsible Unit:	Amendments:

Index (where appropriate)

- A. Background & Purpose Provides background information on the matter and addresses what the University Policy is intended to accomplish, and how it furthers the University mission and advances its core values.
- B. Application Confirms to whom and/or what situations the University Policy applies.
- C. Definitions Lists specific terms and their meaning in the context of that particular University Policy. Terms will be listed in alphabetical order.
- D. Policy High-level, prescriptive statements that provide direction for the actions of members of the Dalhousie University community regarding matters being addressed by the University Policy. Policy statements should not be confused with Procedures, below.
- E. A \_\_\_\_\_ should be managed, the role of identified individuals and/or groups in implementing the University Policy