**University of La Verne**

**Policy Formatting Template**

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| **Section:** |  |
| **Policy Name:** |  |
| **Policy Number:** |  |
| **Policy Owner:** |  |
| **Responsible University Office:** |  |
| **Origination Date:** |  |
| **Effective Date:** |  |
| **Date(s) of Revisions:** |  |
| **Review Schedule:** |  |
| **Last Reviewed:** |  |
| **Authority:** |  |

1. SCOPE OF POLICY
2. DEFINITIONS
3. POLICY STATEMENT
4. POLICY STANDARDS AND PROCEDURES

Date of Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by:

* Board of Trustees
* President’s Executive Cabinet
* President
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_