Policies must be written in compliance with the university’s [Editorial Style Guide](http://go.niu.edu/style-guide).

Submission Date: MM/DD/YYY

[Insert Policy Title]

*Tips:*

* *The title should reflect the key purpose of the policy, in as few words as possible (e.g., Accepting Gifts)*
* *The title may include verbs to either show separation from another closely titled policy, or to indicate which portion of the topic will be covered by the policy and procedures. Example: Gifts vs. Accepting and Managing Gifts.*
* *Avoid using the word “policy” at the beginning of the title.]*

Policy Approval Authority:

Responsible Division:

Responsible Office:

Responsible Officer (title only):

Contact Person:

Purpose

[Insert text.]

*Tips: A well-written purpose statement sets direction and defines the intended audience. Questions that are typically answered through the policy statement:*

* *Who is the primary audience? (To whom do the requirements apply?)*
* *Why is this policy important?*
* *In what situation(s) does this policy apply/what is the scope of the policy?*
* *What actions are mandated or prohibited? (What is expected of the employee or student?)*
* *Are there exclusions or special situations?*

Policy Narrative

[Insert text.]

*Tips:*

* *The policy narrative discusses what actions are mandated or prohibited, and/or expectations of the employee or students. Conduct that violates the policy is found within this section.*
* *Include definitions of terms found within the policy. Be mindful of definitions found in other university policies.*
* *Include exclusions or special situations.*
* *Use headings and subsections as appropriate.*

Procedural History of the Policy

[Insert text.]

*Tips: Include date of original adoption, date of revision(s) or amendment(s)*

*Example:*

*Policy originally adopted on 1/16/12*

*Section 1 amendment to reflect changes in state law 9/7/2015*