**(insert Name) Policy**

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

**Purpose and Scope**

This would comprise a brief paragraph to set the stage or outline the purpose of the policy. It is helpful to include audience e.g. all staff/students, students, courses, all campuses. If the policy doesn’t apply to all WCU physical and online presence it must also be noted.

**Policy Statement**

This is the main body of the Policy. The policy is a concise, formal, and mandatory statement of rules that outlines the University’s position on key academic or governance/operational matters.

The yellow highlighted sections do not have to follow this particular order so as to provide flexibility as needed.

**Policy Framework (if needed)**

The policy framework should outline high-level mandatory processes and practices that are required to implement and comply with the policy.

The yellow highlighted sections do not have to follow this particular order so as to provide flexibility as needed.

**Procedures (if needed)**

Procedures may be included or developed as a separate companion University Procedures document and usually outlines steps or tasks that are taken to carry out the policy.

The yellow highlighted sections do not have to follow this particular order so as to provide flexibility as needed.

**Definitions (if needed)**

The yellow highlighted sections do not have to follow this particular order so as to provide flexibility as needed.

**References (if needed)**

This would include related WCU policies, PA state statute, PASSHE Board of Governor’s Policies, Middle States Commission on Higher Education, US Dept of Education regulatory requirements, etc. Hyperlink wherever possible.

The yellow highlighted sections do not have to follow this particular order so as to provide flexibility as needed.

**Reviewed by:** other offices by position or name of office, committees, division policy designees etc.

**Office of Labor Relations Review:** Name and title

**Policy Owner:** Name and title; or title

**Approved by:**  Official Signature of University President, Executive Vice President, or appropriate Vice President goes here

Type name

Title

Date

**Effective Date:** Date

**Next Review Date:** (up to 4 years from most recent review or initial approval)

**History:**

**Initial Approval:**

**Review Dates:**

**Amended:**