# Policy Title:

| **Division:**(The Cabinet where the Policy was developed.) |
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| **Department:**(The Department where the Policy was created.) |
| **Contact Information:**(Position Title / Contact Name / Contact phone number / Contact Email) |
| **Effective Date:**(When the Policy was enforced.) |
| **Revised Date:**(When the Policy was last edited or revised.) |

1. **Authority (i.e., Executive Order, ICSUAM, Delegations of Authority):**

Include any relevant authority, e.g., federal or state laws or regulations, CSU Chancellor’s Office Executive Orders, Integrated California State University Administrative Manual, Coded Memoranda, or Technical Letters.

1. **Purpose:**

What the Policy will accomplish.

1. **Definitions:**

Include any applicable definitions in this section.

1. **Policy Statement:**

The body content of the Policy.

1. **Procedures (hyperlink):**

Procedures that carry out a Policy may be included as a hyperlink at the end of the Policy.

1. **Searchable Words:**

Please include at least 3 words or phrases to be used when searching for your Policy.