**San Francisco State University**

**Title of University Executive Directive**

**University Executive Directive #YY[[1]](#footnote-1)-NN[[2]](#footnote-2)**

| **Recommended By:**  (The Cabinet where the University Executive Directive was developed.) |
| --- |
| **Contact Information:**  (Position Title / Contact Name / Contact phone number / Contact Email) |
| **Effective Date:**  (When the University Executive Directive was enforced.) |
| **Revised Date:**  (When the University Executive Directive was last edited or revised.) |

1. **Purpose**

This section contains the body of the Purpose of this University Executive Directive. It may include some background on the reasons behind the need for this University Executive Directive, as applicable.

1. **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. **Definitions**

Include any applicable definitions in this section.

1. **Policy Statement**

This section contains the body of Policy Statement, with subsections included as needed.

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President Lynn Mahoney Date

1. YY signifies the year in which the University Executive Directive was enacted. [↑](#footnote-ref-1)
2. NN signifies the number of the University Executive Directive, which are listed consecutively. For assistance please contact the Audit & Policy Coordinator at [policies@sfsu.edu](mailto:policies@sfsu.edu). [↑](#footnote-ref-2)