**[PURDUE UNIVERSITY TEMPLATE FOR STANDARDS:** All sections are mandatory unless otherwise specified. Delete this and other bracketed instructions as you complete the template.]

Insert Title of Standard Here

[The Standard title is the primary means of identifying, locating and referring to a standard. The title assigned to the standard should be clear and concise and accurately reflect the content. Refrain from using “Purdue,” “University” or acronyms in the title.]

Standard: [University Policy Office will complete]

Responsible Executive:

Responsible Office:

Date Issued: [University Policy Office will complete]

Date Last Revised: [University Policy Office will complete]

## TABLE OF CONTENTS

Contacts

Individuals and Entities Affected by this Standard

Statement of Standard

Responsibilities

Definitions (defined terms are capitalized throughout the document)

Related Documents, Forms and Tools

History and Updates

Appendix

## CONTACTS

[The first table must list the main contact for “Clarification of Standard” (usually the Responsible Office). Tables for additional contacts (e.g., campus specific questions, subject matter experts) may be added. Reference each contact by position title or office. Provide an office telephone number and either a URL to a webpage with contact information or a departmental email address; individual names and email addresses may not be used.]

|  |  |  |
| --- | --- | --- |
| **Clarification of Standard** | | |
| **Title/Office** | **Telephone** | **Email/Webpage** |
|  |  |  |

## INDIVIDUALS AND ENTITIES AFFECTED BY THIS Standard

[Identify individuals and/or units affected or governed by this standard.]

## STATEMENT OF Standard

[State the requirement or provision that the standard is placing on or extending to the University or campus community. Describe what is expected of the member of the community. Do not include or describe “how-to” procedures.]

## RESPONSIBILITIES

[List the responsibilities, using the format below, of all university/campus parties and offices. Entries in this section typically are requirements (not recommendations) that are essential to the administration and/or compliance of the standard.]

Example:

**University Policy Office** (Party or office with responsibilities in bold type)

* Maintain a template for standards. (Responsibility)

## DEFINITIONS

All defined terms are capitalized throughout the document. Additional defined terms may be found in the central [Policy Glossary](http://www.purdue.edu/policies/glossary.html).

[The above paragraph stays in the standard when the template is being used for a System-Wide Standard. Use this section to define terms that have specialized meanings in the standard. List terms alphabetically using the format below.]

Example:

**Template** (Word to be defined in bold type)  
The official format for policies and supporting documents as maintained by the UPO to facilitate consistency, clarity and conciseness. (Definition)

## RELATED DOCUMENTS, FORMS AND TOOLS

This standard is issued in support of [list policy(ies) here], as amended or superseded.

[The above paragraph must be filled in when this template is being used for a System-Wide Standard. List and link to additional related policies, standards, procedures and other internal or external documents that provide helpful, relevant information. Include links to forms or tools that are required for compliance with the standard. Forms referenced in System-Wide Standards should include a version date to assure the most current version is used.]

## HISTORY AND UPDATES

[Provide the history of promulgation and revision of the standard. The University Policy Office will finalize this section for System-Wide Standards.]

## APPENDIX

[Appendices are used for informational material that is helpful, but not directly related to the implementation of the standard. State, “There are no appendices to this standard” if such is the case.]