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| A close up of a logo  Description automatically generated  Policies of the University of North Texas Health Science Center at Fort Worth | **Chapter XX**  ***(to be assigned by the Office of Institutional Compliance)*** |
| **Name of Policy- *policy owners must ensure the policy is named in a way that is intuitive, so that the intended reader knows generally what the policy covers, and it is easy to find when searching.*** |

**Policy Statement.**

*Give a brief description (one or two paragraphs) of the policy. This section should be a summary or overview, and should not include any substantive aspects of the policy.*

**Application and Purpose of Policy.**

*This section should lay out the intended goal of the policy, and why it this particular policy is necessary at UNTHSC. It also should detail to whom the policy applies.*

**Definitions.**

*Include a glossary section to define terms that the average person might not know or understand in the context of the policy. If a glossary of terms exists outside of the policy, reference that glossary here with a hyperlink, if applicable.*

**Policy and Responsibilities.**

*The body of the policy itself. All substantive aspects of the policy should be explained, as well as any exceptions to the policy (if applicable) and consequences for not following the policy.*

**Reference.**

*Include a reference to any applicable laws, regulations, or Regents Rules in this section. Likewise, if this policy is required for accreditation, this section should state that explicitly, including what the accrediting body requires to be included in the policy to meet the accreditation criteria.*

Related Policies and Procedures:

*Any related policy and procedures*

**Reviewed by Office of the General Counsel**: Date

**Approved**: Date

**Effective:** Date

**Revised:** Date

**Next review due on or before:** Date

**Policy Owner:** Title ofCabinet Member

**Subject Matter Specialist**: Title of Subject Matter Specialist (SMS)