



Template for Institutional Policies

Institutional policies at Dartmouth follow this policy template and the guidance on [managing institutional policies](#). Email policies@dartmouth.edu with questions about this template.

[Policy Title]

Policy ID: [auto-generated, based on *Office of Primary Responsibility*]

Effective Date: [*required, date the policy is effective, can be in the past]

Last Revised Date: [date the policy was last revised, can be in the past, leave blank if this is a new policy]

Division: [auto-generated, based on *Office of Primary Responsibility*]

Office of Primary Responsibility: [*required, Dartmouth department or office responsible for policy]

Office(s) of Secondary Responsibility: [Dartmouth department(s) or office(s) who support of the *Office of Primary Responsibility*, can be have more than one]

Last Reviewed Date: [*required, date the policy was last reviewed, if new will be *Effective Date*]

Next Review Date: [*required, month and year the policy should be reviewed, based on review period]

Summary of Policy

[*required, brief summary (one to four sentences) of policy, shows in policy preview]

Table of Contents

[auto-generated based on template headings with content, does not include subheadings in *Policy Statement*]

Reason for Policy

[brief statement (one to four sentences) on overarching policy purpose, may include reference to regulatory or legal requirements]

Affected Parties

[*required, the groups or individuals that are governed by this policy, typically All faculty, All staff, All students, All Groups, etc.]



Policy Statement

[***required**, main Policy text; can include subheadings and bulleted lists limited to a main point and one level of nested sub-points]

Definitions

[define any unfamiliar terms, including acronyms, capitalize defined terms in the policy text]

Related Information

[links to policies, websites, statutes, and other resources related to this policy]

Ramifications

[consequences if this policy is violated]

Procedure

[instructions, steps, or guidelines to implement and enforce the policy]