# **Definitions**

[In alphabetical order, list and define all special terms that have been given a technical or particularized meaning for purposes of this policy. Do not include terms that are used in their conventional, everyday sense.]

# **Policy**

[Insert the policy text here. Avoid or minimize the use of legalese and other jargon or technical terms. Use plain language that is clear, concise, and easily understood.]

**Section I:** **[Section Title]**

1. [Insert text]
   1. [Insert text]
   2. [Insert text]
2. [Insert text]
   1. [Insert text]

**Section II:** **[Section Title]**

1. [Insert text]
   1. [Insert text]
   2. [Insert text]
2. [Insert text]
   1. [Insert text]

# **Related Information[[1]](#endnote-1)\***

[Insert hyperlinks to any forms or tools associated with this policy.]

[Insert hyperlinks to other university policies, FAQs, procedures, guidelines, or other policy-related documents or materials.]

[Insert hyperlinks to relevant laws, regulations, or Arizona Board of Regents policies.]

# **Policy History[[2]](#endnote-2)\***

[List of dates with revision history or other relevant notes.]

1. \* Related Information and Policy History are solely for the user’s convenience and are not part of the official university policy. [↑](#endnote-ref-1)
2. [↑](#endnote-ref-2)