**Policy Template Instructions**- fill out each section. If you have questions or need examples of language, review other existing policies within PolicyStat. (<https://usm.policystat.com/>)

# Policy Statement

 Background indicating why issue is important.

# Reason for Policy/Purpose

 Specific reason the policy is needed at USM.

# Who Needs to Know This Policy

The entire University of Southern Mississippi community or a specific smaller group within the overall University community.

# Definitions

|  |  |
| --- | --- |
| Term | Definition |
| Click or tap here to enter text. | Click or tap here to enter text. |

# Policy/Procedures

Type or paste the policy/procedures.

# Review

 Enter in the name of the individual responsible for review of this policy every four year (or whenever circumstances require immediate review).

# Forms/Instructions

 Name of Form and link to form

# Appendices

 Click or tap here to enter text.

# Related Information

 Enter in Name of Policy or URL of other related information.

# Responsible University Administrator

 Click or tap here to enter text.