Approving Authority:

Responsible Office:

Responsible Officer:

Original Approval Date: Click to enter a date.

Effective Date: Click to enter a date.

Date of Most Recent Review: Click to enter a date. Delete if text if N/A.

Previous Reviews: List dates of previous reviews in reverse chronological order. Use the same date format as above. Delete text if N/A.

# Preamble

## This section is optional. High level statement providing context and principles.

# Purpose

## Reasons that the policy exists.

# Jurisdiction/Scope

## An outline of the specific case(s), are of the University, or campus constituency to which the policy applies.

# Definitions

## Define relevant terms contained in the policy

# Policy

## A clear and concise statement of the policy. This section should not include procedures. It may include sub-headings such as roles and responsibilities, exceptions etc. to facilitate quick reference.

# Relevant Legislation

## This section is optional. A list of legislation relevant to the policy if applicable. For example, a policy on workplace health and safety might reference the [*Occupational Health and Safety Act, 1990*](https://www.ontario.ca/laws/statute/90o01). Legislation should be hyperlinked whenever possible.

# Related Policies, Procedures & Documents

## A hyperlinked list of related policies, associated procedures, and relevant documents (can be both external documents and internal documents).

# Repeal Upon the commencement of this policy, the following policies/documents etc. are repealed:

## List each repealed policy/document on a separate line.