**Responsible Office:** DEPT

**Contact Number:** 541-885-XXXX

**Contact Email:** XXXX@oit.edu

**Revision Date:** XX/XX/XX

**Oregon Tech Policy**

**OIT-XX-XXX**

**POLICY TITLE**

1. **Policy Statement**

The Policy Statement is a brief statement that explains the core provisions of the policy. Please use this text as a guide to ensure correct formatting.

1. **Reason for Policy/Purpose**

Please use this text as a guide to ensure correct formatting. Use complete sentences for this section, unless this format does not lend itself to the message. If bullets are necessary, please use the following bullet formatting:

* Capitalize and use period at end of complete sentences.
* Start bulleted items with verbs or otherwise ensure sentence uniformity.
* Identify at least three separate bulleted items before using this formatting.
1. **Applicability/Scope**

This policy applies to all [possible entities to list: students, employees, schools, colleges, administrative units] of the University.

1. **Definitions**

**Definitions:** Use complete sentences to define words used in policy that may be confusing or require consistent interpretation. Example definitions are listed below, using the proper formatting.

**University Policy:** A written plan or general course of action, having broad application throughout the University, intended to govern the actions of all employees, faculty, students, visitors, and others who come in contact with the University. A University Policy helps ensure compliance with applicable laws and regulations, promotes one or more of the University’s missions, contains guidelines for governance, and/or sets limits within which people are expected to operate.

**Responsible Office:** The University unit responsible for developing, coordinating, maintaining and/or implementing a University Policy.

**Responsible Officer:** The position within the Responsible Office responsible for developing, coordinating, maintaining and/or implementing the University Policy.

1. **Policy**

**Policy Details**

This section expands on the Policy Statement to outline all components of the policy itself with sufficient detail to ensure that anyone subject to or interpreting the policy can clearly understand the expectations.

Whether you separate or combine Policy & Procedure, please use this formatting. Text should wrap as shown.

Sample language, to place-hold the text formatting needed for this portion of the policy.

Again, we’re just giving you sample formatting here.

Sample formatting

**Sample formatting**

1. **Links to Related Procedures, Forms, or Information**

Name As It Appears In Policy or Document, with hyperlink

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1. **Policy Review/Consultation**

This policy was reviewed and open to consultation of the following Oregon Tech committees and/or advisory groups:

Faculty Senate, Admin Council, ASOIT, President’s Council, etc. depending on procedural history circumstances of this particular policy.

1. **Policy Approval**

Approved by the President on XXXX XX, 20XX.

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Nagi G. Naganathan, Ph.D., ASME Fellow

President