



# UC San Diego

## Policy & Procedure Manual

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### [SECTION NAME]

**Section:** XXX-XX

Effective: MM/DD/YYYY

Supersedes: MM/DD/YYYY

Next Review Date: MM/DD/YYYY

Issuance Date: MM/DD/YYYY

Issuing Office: [Issuing Office]

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## [POLICY TITLE]

### SCOPE

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Who is affected by this policy or needs to read it.

### POLICY SUMMARY

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Provide a clear and concise statement of the University's principles on the issue. The policy statement should include the principles of the policy: what is permitted or prohibited, what is required, or how issues will be handled. If viewers read only this section, they will know what the policy is and how it extends to the university. How-to procedures can be elaborated in the Procedures section.

### DEFINITIONS

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Define key terms used in policy

### POLICY STATEMENT

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### RESPONSIBILITIES

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Summarize all responsibilities (compliance) of the university parties and offices named in the policy.

### PROCEDURES

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Summarize all top level procedures necessary for compliance with the policy. Directional links to other detailed procedural steps can be used to aid in this section.

### FORMS

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List any related forms and link if possible.

### RELATED INFORMATION

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List any other policies, or information that should be cross referenced. For example, include related Regents' Rules, UCOP policies and procedures, federal and state laws and links to internal website information/guidelines (on Blink etc.) related to the policy.

There is no room for any explanatory text in this section – only a list of titles and/ or web links.

## FREQUENTLY ASKED QUESTIONS (FAQ'S)

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If there are common questions the policy owner may wish to develop a FAQ list hosted on a website page on their department website. A URL web link can be referenced here too.

If none exist, indicate "None". A list can always be developed later and a web link added in this section.

## REVISION HISTORY

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Include information about previous revision dates, whether this is a replacement policy or other useful background information that would assist in policy interpretation (intent and application)

**For example:** This policy was updated and modified effective 10/22/2014

BETA TEST