

**UCCS CAMPUS POLICY**

**Policy Title: Insert Title Here**

**Policy Number: Assigned by Policy Manager Policy Functional Area: i.e. ACADEMIC**

Effective: Insert date policy or revision to take effect.

Approved by: Chancellor (Pending)

Responsible Vice Chancellor: Insert title only of responsible university officer here.

Office of Primary Responsibility: Insert name of responsible office/department here.

Policy Primary Contact: Insert primary policy contact information here.

Supersedes: Insert title(s) and date(s) of superseded policies or show as not applicable with “N/A”.

Last Reviewed/Updated: Insert date policy was last reviewed or last updated here.

Applies to: Specify who the policy applies to here.

Reason for Policy: Insert brief summary and purpose of the policy. Also, insert brief reason for policy here. (For example - to comply with state or federal law; or to implement Regent Law.)

# INTRODUCTION

# POLICY STATEMENT

# [KEY](http://www.uccs.edu/vcaf/policies/uccs/campus-policies-dictionary.html#_top) WORDS

A.

B.

C.

# RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

* 1. Administrative Policy Statements (APS) and Other Policies
	2. Procedures
	3. Forms
	4. Guidelines
	5. Other Resources (i.e. training, secondary contact information)
	6. Frequently Asked Questions (FAQs)

# HISTORY

Initial policy approval Month Day, Year

Revised Month Day, Year

Revised Month Day, Year