

Northeastern University

POLICY CATEGORY

Effective Date:

Date Revised:

Supersedes:

Related Policies:

Responsible

Office/Department:

Keywords: List the important word(s) or phrase(s) that someone would use to search for this policy

Policy on _____

I. Purpose and Scope

Include a short statement of why the University needs or is enacting the policy, a sentence or two explaining who and what the policy applies to, and list any specific exclusions.

II. Definitions

Provide a definition of any terms that are central to and/or used in a particular way in the policy. If not applicable, include the section heading, indicating "N/A."

III. Policy

Set out in clear direct language what the policy is. Use numbered subsections if appropriate and helpful.

IV. Additional Information

Include any caveats or reservation of rights. Include enforcement information, where appropriate, such as the consequences for failure to comply.

V. Contact Information

List office, position, or department, with general phone number.