**Policy**

Office/Contact: [Replace these instructions with Cabinet level officer who is ultimately responsible for this policy.]

Sources/Links:

[Replace these instructions with links to relevant SDBOR policies <https://www.sdbor.edu/policy/Pages/Policy-Manual.aspx> (be sure to research SDBOR policies and guidelines when drafting NSU policies).]

[Replace these instructions with links to relevant NSU policies (be sure to research NSU policies and guidelines when drafting NSU policies).]

**NORTHERN STATE UNIVERSITY**

**Policies and Guidelines**

SUBJECT: [Replace this sentence with the policy title.]

NUMBER: X:X (Section: Number in consecutive order)

**1. Purpose**

[Replace these instructions with the policy purpose. Do not refer to specific names of faculty, staff or administrators. Policies are for the University. Use Northern State University (Northern) when making definitive statements. Spell out Northern State University (Northern) and then use the shorted Northern. Spell out South Dakota Board of Regents (SDBOR) and then use the shortened SDBOR.]

**2. Definitions**

[Replace these instructions with definitions used in this policy. Definitions must be in line with those used by SDBOR or the Higher Learning Commission (HLC) whenever relevant.]

**3. Policy**

[Replace these instructions with the policy statement. Tips: Be specific. Make sure modifiers are placed for clarity. Use active voice. Use present tense. Use “shall” or “must” to signify duty to do something. Use “may” to authorize something.]

**4. Procedures**

[These are the actions/steps necessary to implement the policy]

**5. Responsible Administrator**

[Replace these instructions with the Cabinet level officer ultimately responsible for review of the policy and specify the frequency of review; please use semi-annually, annually, or bi-annually.

e.g. The Provost and Vice President for Academic Affairs is responsible for semi-annual review of this policy and its procedures.]

**6. Source History**

[Include all major considerations of the policy with month date year in XX/XX/XXXX format. Separate actions by semicolons. Final approval must be by a Cabinet level officer. Be sure to use the title of the Cabinet level officer, not the person’s name.

e.g. Proposed by XXXX MM/DD/YYYY; Approved by XXXX MM/DD/YYYY; Approved by (insert Cabinet level officer) MM/DD/YYYY; Revised by XXXXX MM/DD/YYYY; Approved by (insert Cabinet level officer) MM/DD/YYYY.]