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|-------------------------------|--|-----------------------|-------------------------------------|
| <b>Enter Policy Name Here</b> |  |                       |                                     |
| <b>Policy Sponsor</b>         | President/Provost/Vice President                     | <b>Category</b>       | Board/Academic/<br>Administrative   |
| <b>Policy Contact</b>         | Position responsible for operationalizing the policy | <b>Effective Date</b> | Same as Approved Date               |
| <b>Approved By</b>            | Board/General Faculties Council/<br>Executive Team   | <b>Review Date</b>    | Date five years from Effective Date |
| <b>Approved Date</b>          | Date Final Approval Received                         |                       |                                     |

**1. Purpose**

Provide a succinct statement setting out the reason for the policy and its intended goals. Information that shows how the policy will support Athabasca University’s mandate, mission, strategic plan, etc., and may include how it may mitigate risk.

**2. Scope**

Provide a brief description of what the policy addresses and to whom it applies.

**3. Definitions**

|             |  |
|-------------|--|
| <b>Term</b> | Describe the meaning of the word or expression as it is used in the policy.<br>Avoid defining words that have a common or every day meaning.<br>Definitions may create a shorthand for long phrases or qualifiers that are repeated throughout the policy. |
| <b>Term</b> | Include as many terms as necessary to ensure clarity in the policy by adding rows below.   |

**4. Guiding Principles**

Set out the policy statements that are relevant to the purpose and scope of the policy. These include:

- Statements of expected behaviour, practices or standards that will guide thinking or action
- Specific delegations of responsibility or authority for particular decisions
- Statements should be numbered 4.1, 4.2 etc. for clarity

Statements related to procedures or how the policy will be implemented should be in any related Procedures documents, unless in extenuating circumstances. Contact the Policy Coordinator if you have any questions regarding this.

Statements should:

- Be clear and consistent with other statements within this policy and aligned with other related or affected policies, and avoid ambiguity
- Be developed in consultation with the necessary/identified stakeholders
- Use plain language and avoid technical language, unless specifically necessary
- Indicate what is mandatory (“must”), recommended (“should”), and permissive (“may”)
- Use gender neutral language
- Define any acronyms the first time used before using the acronym throughout the document
- Avoid double negatives, and passive voice

**5. Applicable Legislation and Regulations**

State any relevant legislation and associated regulations the policy must comply with or references as applicable.

**6. Related Procedures/Documents**

List any related Procedures and templates or other supporting documents related to the policy

**History**

| <i>Date</i> | <i>Action</i>                |
|-------------|------------------------------|
|             | Reviewed/Updated/Reformatted |
|             |                              |