The following template is intended to serve as a guide to drafting the policies governing Trinity University. A university policy is defined through the following guidelines:

* is a governing principle that mandates or constrains actions,
* has an institution-wide application,
* undergoes significant change only according to shifts in material or legal circumstances, updates to applicable case law, or executive consensus regarding a change in the University's mission or goal,
* sets a reasonable course of action for the anticipated future,
* helps ensure compliance with applicable laws and regulations,
* reduces institutional risk, and
* is approved at the executive levels of the University (President or EPG) or Board of Trustees.

If any questions arise during the policy drafting/revision process, please contact policy@trinity.edu for additional clarification.

Each of the following sections should be completed before submission of the memorandum:

**Policy Title:** [a concise, descriptive heading that encapsulates and identifies the policy]

**Document Number:** [number ascribed to the policy draft]

**Document Owner:** [the person in charge of the policy drafting process]

**General Description:**

**Policy Summary**: [a brief overview of the policy’s main stipulations, approximately 3-5 sentences]

**Purpose:** [why the policy has been proposed; what the policy will do when enacted]

**Scope:** [who the policy affects and is directed toward, e.g. “students at TU”]

*Example: COPS-0008 – Clery Act Policy Summary – Trinity University is committed to maintaining a safe and secure environment for its faculty, staff, students, and visitors. As part of this commitment, the University complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the 'Clery Act'). This federal law mandates that higher education institutions provide accurate and timely information about crime and campus safety to the university community, prospective students, and their families.*

*This policy outlines Trinity's adherence to the Clery Act, including reporting crime statistics and general security policies. Additional requirements for institutions with residential housing include fire safety policy statements, missing student notification procedures, and fire statistics.*

**Terms and Definitions:**

| *Term* | *Definition* |
| --- | --- |
| [significant terms on which the reader may need clarification] | [what the term means/refers to] |

**Policy Content:** [contains the full text of the policy, including detailed information

about the purpose of the policy and details about the policy components. Should include roles and responsibilities when applicable]

**Performance Evaluation:** [when applicable, instructions/information regarding reporting, revising, and addressing policy noncompliance]

**Author/Owner:** [the primary policy drafter’s name]

**Approval:**

| *Title* | *Name* |
| --- | --- |
| [Vice President for requisite division] | [Name] |

**Attachments:** [include any forms related to the policy]

**Related Documents:** [external documents which clarify, specify, or relate to the policy content]