**Policy Name**

|  |  |
| --- | --- |
| **Policy Category** | Board/Academic/Administrative |
| **Policy Sponsor** | Board/President/Provost/VP/SLT Member |
| **Policy Contact** | Position Responsible for operationalizing policy |
| **Date Established** | Date the Policy was first approved |
| **Most Recent Approval** | Date any revisions or edits were approved |
| **Effective Date** | Date the current policy came into effect (likely the last approved date. |

**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**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| **Term 1** | Describe the meaning of the word or expression as it is used in the policy.Avoid defining words that have a common or everyday meaning.Definitions may be used to create a shorthand for long phrases or qualifiers that are repeated through the policy.Defined terms will be checked by the policy office against the master glossary to ensure defined words are used consistently across AU policy. |
| **Term 2** | Include as many terms as necessary to ensure clarity in the policy by adding rows. |
| **Term 3** |  |

1. **Principles**
	1. 1. 1. *

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 and sub-bullets 4.1 a), 4.1 a) i., etc.

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 Office 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**

List any relevant and applicable legislation and regulations that the policy must adhere and comply with.

Hyperlinks should be to the **official, in-force** versions of the legislation/regulation – do not link to Bills or draft legislation. If you need help locating these versions, contact the Policy Office. Hyperlinks must be added by the Policy Sponsor/Contact prior to sending the final version for approval to ensure correctness.

**6. Related Policy, Procedures and Documents**

List any related Procedures to this policy, related AU Policy, templates, or other supporting documents related to this policy.

**Document History**

|  |  |
| --- | --- |
| ***Date*** | ***Action*** |
|  | Reviewed, Updated, Approved, Reformatted, etc. |
|  |  |

*This section is for internal Policy Office Use*