# 

# Name of Responsible Office

# POLICIES AND PROCEDURES

**Name of Policy**

POLICY:

Insert text.

SCOPE:

Insert text.

REASON FOR POLICY:

Insert text.

DEFINITIONS:

Insert text.

PROCEDURE:

Insert text.

RESPONSIBILITY:

Insert text.

ENFORCEMENT:

Enforcement of Utica University policies is the responsibility of the office or offices listed in the “Resources/Questions” section of each policy. The responsible office will contact the appropriate authority regarding faculty or staff members, students, vendors, or visitors who violate policies.

Utica University acknowledges that University policies may not anticipate every possible issue that may arise. The University therefore reserves the right to make reasonable and relevant decisions regarding the enforcement of this policy. All such decisions must be approved by an officer of the University (i.e. President, Provost and Senior Vice President for Academic Affairs, Vice President for Financial Affairs, Senior Vice President for Student Life and Enrollment Management, or Vice President for Legal Affairs and General Counsel).

RESOURCES/QUESTIONS:

Insert text.

All policies must also include this paragraph:

Please note that other Utica University policies may apply or be related to this policy. To search for related policies, use the Keyword Search function of the online policy manual.

Todd Pfannestiel, President Date

Effective Date:

Promulgated:

Last Revised:

Promulgated: