# Title

(The title provides the key purpose of the policy, in as few words as possible.)

# BPPM XX.XX or SPPM X.XX

# (Office of Policies, Records, and Forms (PRF) assigns policy number.)

# Responsible Office(s) to Contact for More Information

(WSU system office(s) responsible for administering, enforcing, and answering questions, including contact telephone and e-mail information.)

**(Enter text in each section except related forms/handouts/appendices and the table of contents. Add first-, second-, and third-level subsections, as needed. See** [**Section 6.0: Procedures**](#Six_0_procedures) **for examples of the various types of subsections.)**

# Related Forms, Handouts, and Appendices

(PRF provides links to any forms, handouts, or appendices that are published with the policy in the BPPM/SPPM.)

# Contents (Sample)

[1.0 Overview and Purpose](#overview)

[2.0 Applicability](#applicability)

[3.0 Definitions](#definitions)

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[5.0 Requirements](#requirements)

[6.0 Procedures](#procedures)

[7.0 References and Resources](#references_resources)

# 1.0 Overview and Purpose

(Provide an overview of the purpose of the BPPM/SPPM policy or clear and concise statement of the University's principles on the issue. Include the reason or rationale why the policy is needed, such as legal or regulatory requirement, related University policy, risk mitigation, or general principle the University community must follow.)

# 2.0 Applicability

(Specify to whom (e.g., WSU system employees, students, volunteers, visitors, stakeholders, and/or external clients) or what (e.g., WSU system functions or activities) the policy applies. Applicability may be narrow or wide in scope.)

[**Optional**: Specify to whom or what the policy does not apply.]

# 3.0 Definitions

(If applicable, define key terms, specialized terms, and jargon used in the policy for readers who may not be familiar with such terms.)

[**Note:** If the definitions list is longer than one page, place after Section 6: Procedures. Renumber the sections and subsections accordingly.]

# 4.0 Roles and Responsibilities

(Summarize all roles and responsibilities of the University parties and offices named in the policy. Sections 4.0, 5.0. and 6.0 are intended to be flexible and may be merged or renamed as needed to ensure that the policy is concise and understandable.)

# 5.0 Requirements

(Provide specific requirements for implementation of and compliance with the policy.)

# 6.0 Procedures

(Provide the specific steps needed to fulfill the requirements of this policy, in the order the actions are to be performed.)

## 6.1 First-Level Subsection 1

(Include text here.)

### **6.1.a Second-Level Subsection 1**

(Include text here.)

#### 6.1.a.i Third-Level Subsection 1

(Include text here.)

#### 6.1.a.ii Third-Level Subsection 2

(Include text here.)

### **6.1.b Second-Level Subsection 2**

(Include text here.)

## 6.2 First-Level Subsection 2

(Include text here.)

# 7.0 References and Resources

(Provide references to other WSU system policies, procedures, rules, and guidelines, state and federal rules, regulations, laws, and guidelines, and other applicable reference sources. PRF adds active links to all references, if possible.)

[**Note:** If there are common questions, the responsible party may wish to develop a FAQ list hosted on a departmental website page. The URL link is then referenced here.]

# Revisions:

# (A revision history added and maintained by PRF. Provides a list of the dates (MM-YY) of revisions to the policy, in descending order of publication (newest to oldest). Links are provided to the applicable revision memos which summarize the changes made since 2016.)