# EPXX – Title

# (Office of Policies, Records, and Forms (PRF) assigns a permanent number for the executive policy at time of first publication. The title provides the key purpose of the policy, in as few words as possible.)

# Approval Date

# (PRF adds this date at publication. The date the new or revised policy is approved by the President.)

**(Enter text in each section except the table of contents. Add first-, second- and third-level subsections, as needed. See Sections** [**4.0**](#responsiblities) **and** [**5.0**](#requirements) **for examples of the various types of subsections.)**

# Contents (Sample)

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# 1.0 Policy and Purpose

(Provide a 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, 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 this section is longer than one page, place as Section 5.0 after the Requirements subsection. Renumber the 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 and [5.0](#requirements). are intended to be flexible and may be merged or renamed as needed to ensure that the policy is concise and understandable.)

## 4.1 Subsection 1

(Include text here.)

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

(Include text here.)

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

(Include text here.)

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

(Include text here.)

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

(Include text here.)

## 4.2 Subsection 2

(Include text here.)

# 5.0 Requirements

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

[**Note:** Some executive policies are written to include procedural steps. However, PRF recommends that policies which include specific procedures be prepared for publication in the *Business Policies and Procedures Manual* (*BPPM*) or *Safety Policies and Procedures Manual* (*SPPM*).]

## 5.1 Subsection 1

(Include text here.)

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

(Include text here.)

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

(Include text here.)

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

(Include text here.)

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

(Include text here.)

## 5.2 Subsection 2

(Include text here.)

# 6.0 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.]

# 7.0 Responsible Office(s)

(Provide the WSU system office(s) responsible for administering and answering questions regarding the policy, including applicable telephone, e-mail, and website links.)

[**Note:** This section is optional but recommended. ]

# Revisions:

# (A revision history added and maintained by PRF. Provides a list of the dates 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.)