**Title:**New Policy

**Responsible Office:**Office Name

**Effective Date:** XX/XX/20XX

**Last Updated:** First Version

**I. Scope**

This policy applies to [[William & Mary as a whole university, including the Virginia Institute of Marine Science (the university); or other]].  It applies to [[all members of the university community, including faculty, staff and students; faculty and staff; all employees; etc]].

**II. Purpose & Policy Statement**

William & Mary is...

**III. Definitions**

* **Employee** means...
* **Student** means...
* **[[Other]]** means...

**IV. Policy**

**A. [[Administration/Uses/Other]]**

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**B. [[Exceptions/Other]]**

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**C. [[Other]]**

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**V. Procedure [[if any]]**

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**VI. Non-Compliance**

Failure to comply with this policy may...

**VII.  Authority and Amendments**

This policy was approved by....on Month, date, year.

This policy was revised on Month, date, year to update/change/replace/etc...

The Office of [[XXXXX]] is responsible for interpretation and enforcement of this policy and is permitted to make minor and technical amendments.

**VIII. Related Policies and Documents**

* **hyperlink**
* **hyperlink**
* **hyperlink (pdf)**