Gettysburg College (Policy Title)

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| Policy Owner: |
| Contact Information: |
| Approval Authority: |
| Approved By: |
| Approval Signature: |
| Approval Date: |
| Effective Date: |
| Date of Last Review: |
| Date of Next Review: |
| Related Policies: |

(Policy Title)

1. **Purpose of Policy**

An explanation of what the policy is trying to accomplish

1. **Scope of Policy**

Scope of the policy, including who it applies to, and who it does not apply to

1. **Definitions**

Definitions of words that might be confusing, have different possible meanings, or are being used in a specific way to guard against ambiguity or misinterpretation (e.g. **Word being defined:** definition)

1. **Policy Description**

Explanation of the policy’s key components (e.g. **Section Headers**, *Subsection Headers*)

1. **Policy Management**

Indication of the policy owner and the office responsible for implementing the policy

1. **Related Materials**

Links to relevant federal, state, or local laws or ordinances, links to relevant bylaws or rules, and material directly related to policy implementation