FLORIDA A&M UNIVERSITY

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

University Policy Number: UP–#–#	Effective/Revision Date:
Subject	
Authority	
Applicability	
Related	

I.   POLICY PURPOSE AND INTENT

II.   STATEMENT OF POLICY

III.   DEFINITIONS (as applicable)

IV.   PROCEDURES (if necessary)

Outline Format:

      A.
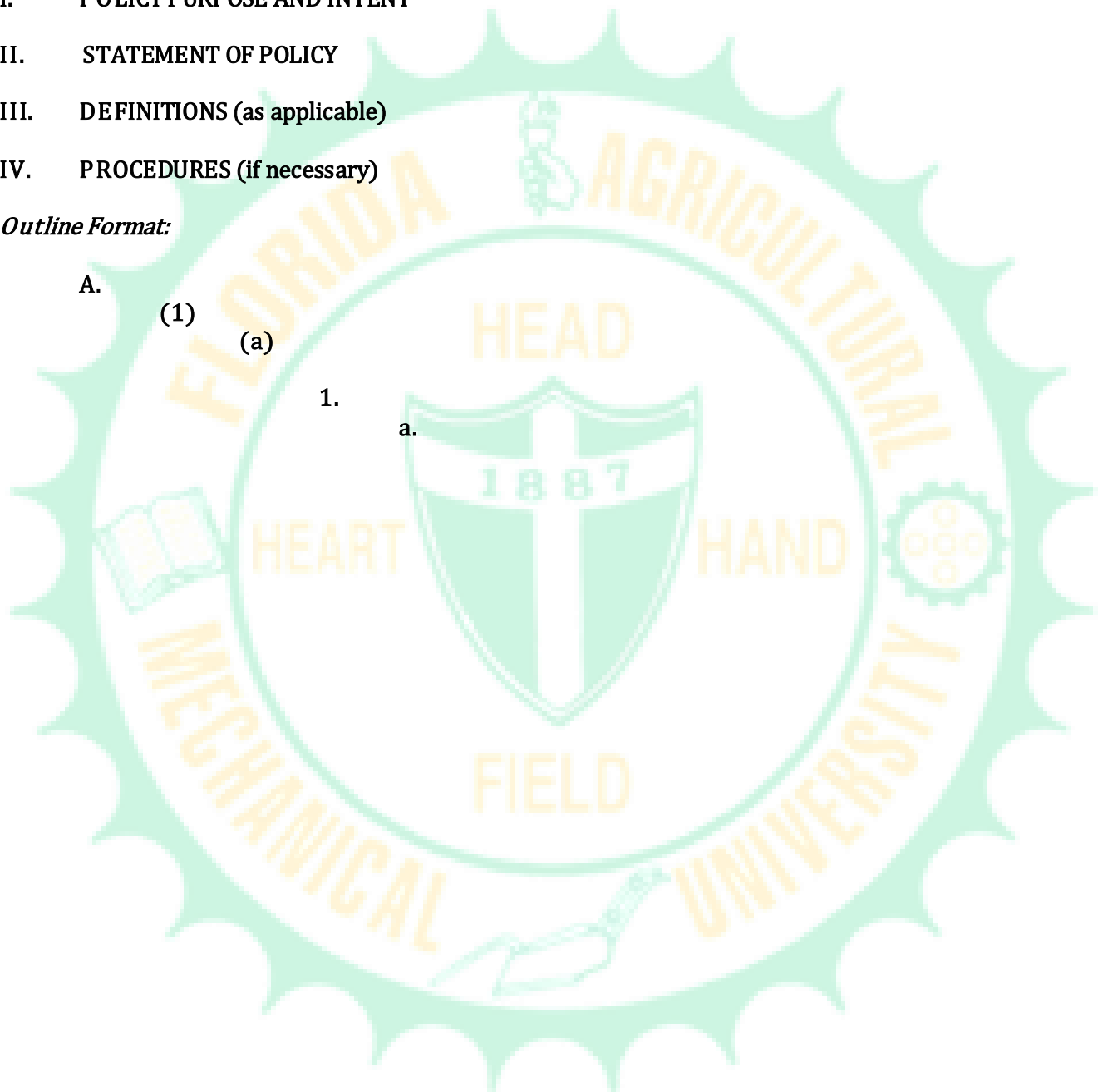
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              1.

                a.

INSTRUCTIONS:

University Policy Format. Policies presented to the President for consideration and adoption shall include the following:

- *A page design as provided within the University Policy Template;*
- *A numbering system that identifies the responsible division/department (based on the categorical numbering of the BOT Regulations), EN-Dash, and the sequential number based on the number of University policies adopted to date, e.g. "UP– 4–25" which means Academic Affairs is the responsible division and 25 represents that 24 University policies were adopted prior to that one.*
- *Policy Name;*
- *Citing Authority. Any new policy must cite the authority for the adoption of the policy. If there are any reservations about the authority to adopt a policy, please contact the Office of the General Counsel.*
- *Applicability and/or Accountability (Identify the personnel, department, division, and/or unit who must comply with the policy);*
- *Policy Statement (a brief statement that explains the objective/purpose and core provisions of the policy);*
- *Definitions of relevant terms;*
- *Procedures that the policy is implementing;*
- *Responsible Vice President and Responsible Office;*
- *Revisions to an existing University policy will replace the previous version and the numbering will reflect the version number, e.g. "UP– 4–25.1" would represent a revised version of "UP– 4–25."*
- *Attachments - i.e. Forms to be used, if required, to carry out the procedure, which must be attached to the policy.*
- *Hyperlink addresses should be added.*
- *Font type is Cambria Math and font size shall not be smaller than 10.5.*
- ***Prior to submitting the proposed University policy to the University President, please submit it to the Office of the General Counsel for review.***

_____   _____
Larry Robinson, Ph.D.   Date
Interim President

_____   _____
*******   Date
Responsible Vice President

Attachments:	
Hyperlink Addresses:	