**[Exhibit B]**

# William Paterson University Policy

 **Functional Policy**

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBJECT:** |  | **TITLE:** |  |
| **CATEGORY:****Check One** | **Board of Trustees**[ ]  | **University**[ ]  | **Functional**[ ]  | **School/Unit**[ ]  |
| **Responsible Executive:** |  | **Responsible Office:** |  |
| **CODING:** | 02-20-00-00-00 | **ADOPTED:** |  | **AMENDED:** |  |

 **LAST REVIEWED:** xx/xx/xx

I. PURPOSE

(Specifies the primary goals and objectives of the policy.)

II. ACCOUNTABILITY

(Identifies management accountability for policy compliance, implementation and administration.)

III. APPLICABILITY (optional)

(This section is used only when needed to define the specific individuals or groups to which this policy applies.)

IV. DEFINITION(S) (optional)

(This section is used when appropriate to define unfamiliar but important terms that are referenced in the policy.)

V. BACKGROUND (optional)

(This section is used sparingly to provide the context for the policy provisions.)

VI. REFERENCE(S) (optional)

(This section is used to reference other University policies and relevant documents.)

VII.POLICY

(Sets forth requirements to accomplish the purpose of the policy.)

A. Requirements: (This section is optional and outlines the philosophy, rules and regulations.)

B. Responsibilities: (This section is optional and outlines the roles of the units, departments or individuals who will implement the rules and regulations outlined in the Requirements section.)

C. Enforcement: (This section is optional and explains how this policy will be enforced.)

VIII PROCEDURE(S) (optional)

(This section is used to describe the actions to be taken by the various individuals in accomplishing a task, operation, or transaction, referenced in the Requirements section.)

IX. EXHIBIT(S) (optional)

(This section includes forms, illustrations, bibliographies and reference information.)

By Direction of the [Insert Appropriate University Official]:

Date

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(Title of Executive or Vice President(s) whose area of responsibility the policy covers.)