**Applies to:** Click or tap here to enter members of the USC community who will be affected by the policy.

## 1. POLICY

## Issued: Last Revised: Last Reviewed:

## 

## 2. Policy Purpose

## Click or tap here to provide a brief statement of USC’s intent regarding the policy’s subject matter, the rationale for the policy.

## 3. Scope and Application

## Click or tap here to addresses when this policy applies and what happens if there is a conflict between this policy and another.

## 4. Definitions

## Click or tap in the grid to defines terms specific to this policy.

|  |  |
| --- | --- |
| Term | Definition |
|  |  |
|  |  |
|  |  |

## 5. Policy Details

## Click or tap to add the detailed “what” of the policy, but not the “how” as that will be detailed in “Procedures” section.

## 6. Procedures

## Click or tap to hyperlink procedures.

## 7. Forms

## Click or tap to hyperlink and describe any forms needed to meet the policy’s requirements.

## 8. Responsibilities

## Click or tap into the grid to list the units or individuals who are responsible for aspects of the policy and their major responsibilities.

|  |  |
| --- | --- |
| **POSITION or OFFICE** | **RESPONSIBILITIES** |
|  | 1.  2. |

## 9. Related Information

## Click or tap to list (and provide any available hyperlinks to) (i) related policies; (ii) any applicable legal or regulatory information (from Purpose section); or (iii) any FAQ documents, or other information related to the policy.

## 10. Contacts

## Please direct any questions regarding this policy to:

|  |  |  |
| --- | --- | --- |
| **OFFICE** | **PHONE** | **EMAIL** |
|  |  |  |

## 11. Policy URL

## Click or tap to include links to where the policy is hosted on USC’s websites. Include all listed on a school, department, or unit website, the URL to the policy (formatted in PDF) should be provided here.

|  |  |
| --- | --- |
| **POLICY GOVERNANCE** | |
| **Policy Number:** | [Policy Number] |
| **Effective Date:** | [Month DD, YYYY] |
| **Last Reviewed Date:** | [Month DD, YYYY] |
| **Target Review Date:** | [Month DD, YYYY] |
| **Approval Authority:** | [USC Position Approving Policy] |
| **Policy Owner:** | [USC Position Owning Policy] |
| **Responsible Office:** | [Insert Office] |
| **Supplemental Documents:** | [Insert any supplemental documents created related to this policy (e.g., forms, procedures, FAQs)] |