## Please use the standards template instructions as a guide when filling out this document and remove this sentence once the standards are finalized.

## 1. Standards for [Click or tap here to enter subject]

## Issued: Click or tap here to enter standards issued date in the format of MM/DD/YYYY

## Edited: Click or tap here to enter standards edited date in the format of MM/DD/YYYY

## 2. Purpose

## Click or tap here to provide a brief statement of USC’s intent and/or rationale for the standards. Include a reference and link to the applicable University Policy that the standards support, if applicable.

## 3. Scope and Application

## Click or tap here to list the primary groups or individuals who must adhere to this standard.

## 4. Standards

## Click or tap here to list the standards that must be abided by in bulleted format (see instructions for further guidance).

## 5. Definitions

|  |  |
| --- | --- |
| Term | Definition |
| xxx | Click or tap in the grid to define terms specific to these standards |
|  |  |
|  |  |

## 6. Relevant Forms and Tools

## Click or tap here to hyperlink all forms and list all tools needed to meet these standards’ requirements.

## 7. Contacts

## Please direct any questions regarding these standards to:

|  |  |  |
| --- | --- | --- |
| **OFFICE** | **PHONE** | **EMAIL** |
| Xxx | Xxx | xxxx@usc.com  |

##

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| --- |
| **STANDARDS GOVERNANCE**  |
| **Standards Number:** | [Standards Number] |
| **Corresponding 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 Standards] |
| **Standard Owner:** | [USC Position Owning Standards] |
| **Responsible Office:** | [Insert Office] |
| **Standards URL:** | [Include links to where the standards are hosted on USC’s websites. Include all listed on a school, department, or unit website, the URL to the standards (formatted in PDF) should be provided here.] |
| **Supplemental Documents:** | [Insert any supplemental documents created related to these standards (e.g., forms, procedures, FAQs)] |