

Policy Template: Guide and Formatting

Texas Christian University Policy

Policy Title: This is the title of the policy and primary means for identifying a policy. The title should be clear, concise and accurately reflect its content.

Policy Subject: Subject of the policy

Division: The Division or Department responsible for issuing and maintaining policy

Policy Number: Policy number (if applicable)

I. **Applicability**

This section contains information regarding the individuals and/or groups affected or governed by the policy. If exclusions apply, please list the persons, units or situations not covered or governed by the

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