POLICY TEMPLATE

UNIVERSITY POLICY P-01.00 - 05/01*

TO: The University of West Florida Community
FROM: Dr. Morris Marx, President
SUBJECT: Policy Development and Issuance Process
Responsible Office/Executive: (department name/position name of responsible party)
Policy/Purpose: To standardize the system for the formulation, format and issuance of all official university policies.

The University of West Florida – …………<content>………………

Approved by: Dr. Morris L. Marx, President
Date: 6/11/02

* Note: P-01.01 – 05/01 is the policy code
“P” for President’ Office – see Appendix B
“01” for first policy issued on this subject
“.01” for number of revisions to policy, and
“05/01” for date of issuance or revision