



Policy Title:

Division: (The Cabinet where the Policy was developed)	
Department: (The Department where the Policy was created)	
Contact Information: (Position Title / Contact Name / Contact phone number / Contact Email)	
Effective Date: (When the Policy was enforced)	
Revised Date: (When the Policy was last edited or revised)	

I. Authority (i.e., Executive Order, ICSUAM, Delegations of Authority):

Include any relevant authority, e.g., federal or state laws or regulations, CSU Chancellor's Office Executive Orders, Integrated California State University Administrative Manual, Coded Memoranda, or Technical Letters.

II. Purpose:

What the Policy will accomplish.

III. Policy Statement:

The body content of the Policy.

For assistance, please contact the Audit & Policy Coordinator at policies@sfsu.edu.



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IV. Procedures (hyperlink):

Procedures that carry out a Policy may be included as a hyperlink at the end of the Policy.

V. Definitions:

Include any applicable definitions in this section.

VI. Searchable Words:

Please include at least 3 words or phrases to be used when searching for your Policy.

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THE CALIFORNIA STATE UNIVERSITY: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus