

 <b>CSN Policy</b>	<b>Policy Title</b>
<b>Policy Category</b>	<b>Effective Date: mm/dd/yyyy</b>
<p><b>MOST RECENT CHANGES</b></p> <p>Version #:</p> <ol style="list-style-type: none"> <li>1. Significant Change #1</li> <li>2. Significant Change #2</li> </ol>	

**I. POLICY PURPOSE**

This section **briefly** states, ideally in 1 or 2 sentences, the purpose of the policy. Why does this policy exist?

**II. POLICY STATEMENT**

This section states specifications the policy. Do not include procedural elements in this section.

**III. PROCEDURE**

This section describes how the policy should be implemented, if necessary.

**IV. AUTHORITY AND CROSS REFERENCE LINKS**

This section provides links to the current State laws, the NSHE Board of Regents Handbook, or CSN By-Laws that are applicable. Do not copy the content into the policy; just provide the appropriate links.

**V. DISCLAIMER (Include in All Policies)**

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer ([general.counsel@csn.edu](mailto:general.counsel@csn.edu), 702.651.7488) and/or the Recommending Authority.

**VI. SIGNATURES**

Recommended by (add additional signature lines as appropriate):

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Recommending Authority Title

Reviewed for Legal Sufficiency:

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
CSN President

\_\_\_\_\_  
Date

**VII. ATTACHMENTS**

Provide a list of the attachments to the policy, and then start each item on a new page. These addendums may include glossary, appendices, forms and/or templates, as applicable.

DRAFT