

**Campus Administrative Policy**

**Policy Title: Name of Policy**

Policy Number: XXXX Functional Area:

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Effective: Insert Date

Approved by: Vice Chancellor \_\_\_\_\_\_\_\_, CU Anschutz

 Vice Chancellor \_\_\_\_\_\_\_\_, CU Denver

Applies to: CU Anschutz

 CU Denver

A. Introduction

B. Table of Contents (Required for policies 5 pages or longer, optional for less than 5 pages)

C. Policy Statement

D. Other Sections as Necessary and Appropriate

1. 4 spaces. Use this outline hierarchy and margins.

a. 3 spaces

(1) 3 spaces

(a) 3 spaces

* 2 spaces on bullets

**Notes**

1. History:

* Bulleted
* *Example:* Adopted on January 1, 2020. Revised January 1, 2024 to align with changes to Regent Policy.

2. Cross References/Appendix:

* Bulleted list of related policies or materials

3. Responsible Office(s):

* *Examples*: Office of Faculty Affairs *or* Office of Human Resources and University Budget Office