

Instructions for Regulation and Policy Development Template

Use the Regulation and Policy Development Template below to draft or revise a Regulation or Policy. Please use Times New Roman in 12 pt. font size. You are not limited to the spacing that appears on the form.

After review by the appropriate university offices, draft Regulations or Policies should be sent via email (either as a Word document attachment or an Adobe PDF attachment) to regulationspolicies@usf.edu. There should be clear indication in the transmittal that the draft Regulation or Policy has been reviewed and approved by its responsible office. If it is amended, the drafts submitted must include both a markup version and clean version. Regulations and Policies will be accepted only through electronic submission.

Please note that prior to December 1, 2015, Regulations and Policies have subject lines.

All new Regulations and Policies after December 1, 2015 have a title only.

Please refer to [Policy 0-001 Regulation and Policy Development](#) for more information.

Regulation and Policy Development Template

Regulation or Policy Number (General Counsel use only): _____
Regulation or Policy Title: _____
Responsible Office: _____
Responsible Executive: _____

I. PURPOSE & INTENT:

II. STATEMENT OF REGULATION/POLICY (Brief Summary of Regulation or Policy):

III. APPLICABILITY AND/OR AUTHORITY (Only necessary if related to FL Statute, Board of Governors Regulation, etc.):

IV. DEFINITIONS OF TERMS:

V. PROCESS STEPS/SPECIFIC PROVISIONS (if applicable):

VI. RELATED INFORMATION:

HISTORY (To the extent available changes must be listed sequentially, including edits and reviews):

Issued:

Revised:

Edited:

Reviewed:

APPENDICES (Legislative Authority for Regulations Only):

APPROVAL & SIGNATURE AUTHORITY:

For Regulations: Final Approval is by Board of Trustees (BOT) action and the date of the actual BOT vote is the effective date. General Counsel will fill in the effective date on the final Regulation.

For Policies: Final Approval is by Vice President & President signature. General Counsel will secure these signatures and note the effective date on the final Policy.