1. PURPOSE

Cites board policy, legislation, regulations or other basis for the development of the document. This may also include statements of organizational objectives to be achieved by implementation of the policy.

2. POLICY

A concise statement of the principle(s) which form(s) the basis of the policy.

3. DEFINITIONS

Definitions of critical terms used in the SAM.

4. SUPPORT INFORMATION

Additional sections outlining the details of the policy, as required.

5. PROCEDURES

Typically, SAMs should not include detailed procedure information. Only in cases where procedure is determined and managed on a System wide basis should the SAM contain such information.

5.1.

5.1.1.

5.1.2.

5.2.

5.2.1.

5.2.2.

6. REVIEW AND RESPONSIBILITY

 Responsible Party: AVC responsible for implementing and monitoring policy

 Review: Review Schedule

7. APPROVAL

 Approved:

 VC responsible for oversight of policy

 Chancellor

 Date: