**PROPOSED ADMINISTRATIVE POLICY**

**TITLE OF POLICY:** Click here to enter text.

**Category**: Click here to enter text. **Date Established**: Click here to enter text.

**Responsible Office:** Click here to enter text. **Date Last Revised**: Click here to enter text.

 **Date Posted to Library**: Click here to enter text.

**POLICY SUMMARY:** *A brief paragraph describing the main purpose of the policy*

Click here to enter text.

**POLICY
*Within the policy area complex policies may be broken down into the following sections:***

**Policy Statement:** *Key statement of college’s position; statement of what Buffalo State requires, adheres to, or holds as its standards and values*Click here to enter text.

**Background:** *Information that provides context and/or explains why there is a need for this policy*Click here to enter text.

**Applicability:** *Parties to whom this policy applies*Click here to enter text.

**Definitions:** *Explanations of terms that have particular meanings or require interpretation related to this policy*Click here to enter text.

**Responsibility:** *Titles of parties (entities or individuals) responsible for carrying out policy, with their responsibilities described.*Click here to enter text.

**Procedure** (as appropriate/needed): *Detailed statement of how the policy will be put into effect. If the procedure is a required part of the policy, please include it here. Otherwise, related* *procedures may be hyperlinked below.*Click here to enter text.

**RELATED INFORMATION
Documents and Forms:** *Title of related college policies, procedure, or form -- hyperlinked when possible*Click here to enter text.

**Related Links:** *Linked title of related informational item(s)*Click here to enter text.

**Other Information:** *Title of related external document (government, SUNY, Research Foundation) – hyperlinked when possible*Click here to enter text.

**CONTACT INFORMATION**

Office Name: Click here to enter text.

Office Address: Click here to enter text.

Phone: Click here to enter text.

Fax: Click here to enter text.

Website: Click here to enter text.

Email: Click here to enter text.

**REVISION HISTORY**

**Date of change:** Click here to enter text. **Brief description of edit:** Click here to enter text.

**APPROVAL**