FORMAT FOR UPPS DOCUMENTS

Persons creating a new UPPS or revising an existing UPPS will use the format described below (see the university’s Editorial Style Guide for correct writing style).

In general, UPPSs will consist of the following sections, as necessary.

a. HEADER:

   This section includes name, number of UPPS, issue number, effective date, and total number of pages.

b. POLICY STATEMENTS:

   This section contains policy specific to the UPPS under consideration and begins with Section 01.01. If necessary, this section should include a policy statement for public use.

c. DEFINITIONS:

   Include definitions of unusual terms in this section, if necessary.

d. PROCEDURES FOR…:

   Include as many sections as necessary to inform readers how to proceed to fulfill the stated policies.

e. REVIEWERS OF THIS UPPS:

   This section lists those individuals, by title only, that are responsible for review of the UPPS and the date the action is to be performed.

f. CERTIFICATION STATEMENT:

   This section contains the titles of the senior reviewer and those in his or her approval chain. The routing slip used by the University Planning and Assessment office will serve to document the UPPS’s approval by the appropriate individuals.

g. REFERENCED DOCUMENTS:

   Documents referred to in a UPPS should be maintained within each division’s website with a link provided in the UPPS to the referenced document, and should not be labeled as an attachment. Documents that are maintained on a division’s
website do not need to be circulated with the draft UPPS unless input is requested from other divisions.

**REVISION OF CURRENT UPPS DOCUMENTS**

Note minor changes to individual sections of the UPPS by an asterisk (*) in the left margin near the section number.

The issue number and effective date will stay the same, with the line containing the revision date entered above the UPPS number.

Substantive changes to or rewriting of the UPPS may necessitate a new issue of the UPPS. In this case, no asterisks are needed. The issue number in the header will advance and the effective date will change.