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1. Introduction
2. **Authority**: C.R.S. § 23-54-102, et seq. (2025) authorizes the Trustees of Metropolitan State University of Denver (“MSU Denver” or “University”) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
3. **Purpose**: [The rationale for adopting the policy. The purpose may include the problem or conflict the policy is designed to resolve and should reference regulatory or legal reasons for the policy, if applicable. **]**
4. **Scope**: [The University population to whom the policy applies and under what conditions.]
5. Roles and Responsibilities
6. **Responsible Executive**:
7. **Responsible Administrator**:
8. **Responsible Office**:
9. **Policy Contact**: [Provide the department/person/contact email/phone number]
10. Policy Statement
11. [A statement of principles or values guiding the actions of the University community. The policy statement should include what is permitted or prohibited, what is required, or how issues will be handled.**]**
12. [Additional processes or supporting information]

1. [Provide further clarification on any subsections of the policy here].

1. Procedural Processes
2. **[Detailed processes outlined here]**
	1. [topics detailed here}
		1. **Definition:**

**[**add further information in this section]

1. **[Reporting/consequences/review, etc. if applicable]**
	1. [detail key subsections of each process flow here]
	2. [additional info]
2. Related Information
3. [Add links to other policies]
4. [Add links/references to state/federal regulations]
5. Policy History
6. **Effective**: **[leave this TBD** – it is the date the policy is enforceable after President’s approval]
7. **Revised**: [A brief description of what was revised and the last policy effective date]
8. **Original Enactment Date:** [This is the date the policy was first approved – this doesn’t change]
9. **Review**: This policy will be reviewed [list the years] or as deemed necessary by University leadership.
10. Policy Approval

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Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

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Chair, Board of Trustees, Metropolitan State University of Denver