



**POLICY** A formal, high-level statement with broad application throughout the University designed to promote operational efficiencies, enhance the University's mission, or reduce institutional risk. Policies state required actions, and may include links to standards or procedures.

*Policy attributes include the following:*

- Require compliance (mandatory)
- Failure to comply results in disciplinary action
- Focus on desired results, not on means of implementation
- Further defined by standards, procedures and guidelines

**STANDARDS** A mandatory action or rule designed to support and conform to a policy.

- A standard should make a policy more meaningful and effective.
- Must include one or more accepted specifications, typically developed in accordance with published federal, state or industry regulations, requirements or standards.

**PROCEDURES** Procedures are the operational processes necessary to implement institutional policy and describe the process: who does what, when they do it, and under what criteria.

*Procedures may integrate:*

- A series of steps taken to accomplish an end goal.
- Define "how" to protect resources.
- Specify the structure to enforce the policy and provide a quick reference in times of crisis.

**GUIDELINES** General statements, recommendations, or administrative instructions designed to achieve the policy's objectives by providing a framework to implement procedures.

- Can change frequently based on the environment and should be reviewed more frequently than standards and policies.
- Is not mandatory, but rather is a suggestion of a best practice.