Memo To: All UH-Downtown/PS Holders UH-Downtown/PS ##.X.##

Issue No. #

From: Dr. Loren J. Blanchard, President Effective Date: Choose

Page **1** of **2**

Subject: Click or tap here to enter text.

**1. PURPOSE**

1. Click or tap here to enter text.

**2. DEFINITIONS**

1. Click or tap here to enter text.

**3. POLICY**

1. Click or tap here to enter text.

**4. PROCEDURES**

1. Click or tap here to enter text. In the case that no procedures are necessary to implement this policy, type the following text **without** quotations “There are no procedures associated with this PS.”

**5. REVIEW PROCESS**

Responsible Party (Reviewer): Indicate the position title of the responsible administrator.

Review Period: This is typically “Every five years on or before (choose a date), and as necessary.” However, certain policies must be reviewed more often to maintain legal compliance.

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President

**6. POLICY HISTORY**

Issue #1: 01/01/01

**7. REFERENCES**

Include all links that were referenced in the PS in the order they appear.

Also link related UH SAMs, UHD PS, government code sections, etc.

**8. EXHIBITS**

 Only include this section if there are necessary forms/documents related to this policy. Otherwise, type the following text **without** quotations: “There are no exhibits associated with this PS.”