

	<p>UNIVERSITY OF DENVER POLICY MANUAL POLICY ON POLICIES</p>
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Responsible Department: Business and Financial

“should” and “shall” is to be avoided as it infers the action is optional, which makes the need for the policy questionable.

Example of what to avoid: “Each administrator shall determine the appropriateness of such travel and the extent to which the University is to participate in defraying travel and subsistence expenses.”

Example of what to state: “Each administrator will determine the appropriateness of such travel and the extent to which the University is to participate in defraying travel and subsistence expenses.”

Where flexibility may be needed in the use of the words “should” and “shall”, the responsible office will determine if circumstances justify deviation.

1. New, Substantially Revised or Repealed Policy Process

- The policy must conform to the standard template format.
- A description of the revisions should be included in the Reason for Revision section when appropriate.
- Use the words “must” or “will” rather than “should” and “shall” in the body of the policy.
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B. Expedited Policy Procedures

Non-

