

## (TITLE) Program

202(4) Version

Contents

[(TITLE) Program 1](#_Toc159514401)

[I. Introduction and Regulatory Background 3](#_Toc159514402)

[II. Purpose 3](#_Toc159514403)

[III. Commitment 3](#_Toc159514404)

[IV. Administration and Oversight 3](#_Toc159514405)

[V. Roles and Responsibilities 3](#_Toc159514406)

[VI. Record Keeping and Record Retention 4](#_Toc159514407)

[VII. Monitoring and audit program 4](#_Toc159514408)

[VIII. Training and Education 4](#_Toc159514409)

[IX. Violations and Reporting 4](#_Toc159514410)

[X. Title of Program Committee(s) 4](#_Toc159514411)

[XI. Agencies, Regulations, and Technologies: 4](#_Toc159514412)

[Appendices 6](#_Toc159514413)

[Appendix B: Forms 7](#_Toc159514414)

# Introduction and Regulatory Background

Syracuse University’s (TITLE) Program addresses obligations set forth by U.S. laws and regulations and is governed by XXX University Policy .

# Purpose

The purpose of Syracuse University’s XX Program is to provide the basis for the operational program and procedures which manage XX X

Syracuse University, including each individual employee and student, must comply with this program and the XX regulations.

# Commitment

Syracuse University is committed to compliance with XXX

# Administration and Oversight

The XX program is facilitated and led by the Office of XXX. The Office of XX is responsible for are responsible for the implementation, oversight, management, audit, and enforcement of this program.

# Roles and Responsibilities

State the Response OFFICE HERE

The Office of XXX shall be responsible for day-to-day oversight of Syracuse University’s XX program.

***List all offices below and/or job titles:***

# Record Keeping and Record Retention

All records shall be retained no less than five years following the XX or related compliance implementation, unless otherwise provided for and in compliance with XX regulations.

Those records include:

* xx

# Monitoring and audit program

To maintain SU’s XX Program and to ensure consistent adherence to

U.S. laws and University Policy. The responsible office may periodically conduct internal reviews of XXX. The purpose of the reviews is to identify possible violations or deficiencies in training, or procedures, that can be rectified.

The Office of Compliance may also perform compliance-based risk assessments and request units to conduct self-assessment with the responsible office assistance. University internal audit may also perform internal audits regarding this university program.

# Training and Education

Training is a critical component of maintaining compliance with this program.

State the requirements for training and outreach

# Violations and Reporting

Any individual who suspects a regulatory violation has occurred must immediately notify their supervisor, the responsible office, and/or and the Office of Compliance. In recognition of the seriousness of non-compliance, the University will address non-compliance in accordance with disciplinary policies and procedures.

You may also utilize Syracuse University’s confidential and anonymous reporting hotline to report suspected violation.

# Title of Program Committee(s)

The XX Committee meets on an annual basis, and more frequently if necessary. The

# Agencies, Regulations, and Technologies:

|  |  |  |  |
| --- | --- | --- | --- |
| **Law** | **US****Department** | **Regulation** | **Controls** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Appendices

**Appendix A: DEFINITIONS**

1. XX)
	* XX.
2. XXX
	* XX
3.

## Appendix B: Forms