***Logo, company name

Description automatically generated***

***Enter Title of Policy***

**Purpose**

Provide a succinct statement indicating the reason for the policy’s existence and importance (i.e. why is this policy necessary). State what legal, regulatory, financial, operational, accreditation, technological and/or social requirements this policy addresses.

**Background Information**

Include a historical timeline of the events (meetings, administrative decision, historical precedent, past practices, et cetera) that led to the need and creation of this policy.

**Definitions**

Define words to specify which meaning of a word or expression is being used in the policy. Be wary of defining a common word that may also be used in its everyday sense elsewhere in the policy. Definitions can also be used to avoid repeating long phrases or qualifiers or to create a shorthand phrase for a complex concept. Definitions in a policy can be used to define the scope of compliance in a policy so should be carefully thought out as they have the potential to limit the scope of a policy or make it to broad or vague. Definitions are also used to create a title for the assignment of roles and responsibilities listed in the policy statements and procedures.

**Policy Statements**

In this section, provide a clear, concise statement of expected behavior, practice or standard that will guide or channel thinking and action. Specific delegations of responsibility or authority for particular decisions may be included. State the requirement(s) of the university community that this policy establishes.

Do not include procedures. Procedures will be listed in the last box under “Related References, Policies, Procedures and Forms.”

Students, faculty and staff should be regarded as the ultimate users of policies, and policies should be written with these users in mind. Try to avoid the use of technological language unless clear definitions are provided. Remember that policies are public documents and will be published.

If an action is mandatory, "must” or “will" is used. If the action is recommended, then "should" is used. If the action is permissive, "may" is used. In most cases, the present tense is preferred.

Internal consistency in the use of language is important. In particular, different words and expressions should not be used for the same thing. Ambiguity will cause difficulty for those using a policy.

Use the active voice rather than the passive voice. Make it clear who is responsible for the action, rather than leaving it ambiguous.

Avoid the use of double negatives. Before using acronyms, detail the full term or title.

**Applicable Legislation and Regulations**

State the relevant legislation this policy must comply with or is referenced to. Regulations are rules or orders issued by an executive authority or regulatory agency of government that have the force of law. State any relevant regulations that affect this policy.

**Related References, Policies, Procedures, Forms and Appendices**

If any policy has a number of procedures, guidelines and/or documents associated with it, these should be listed in this section of the policy statement. All procedures, guidelines or forms that have been prepared to assist in the implementation of the policy must be referenced here and provided through hyperlink.

**Appendix A**

**Policy Sponsor:** What is the name of department/center responsible for the sponsoring and administration of the policy?

**Policy Contact**: Who is the appropriate contact for questions, etc. regarding the policy (enter the position title).

**Policy Category:** Refer to the list below:

Choose one of the following: Academic and Student Affairs; Administration and Facilities Management; Business Office; Collegewide; Community and Government Relations; Federal, State and External; Graduate Studies; Human Resources; Research and Sponsored Programs; Student Recruitment and Admissions

**Policy Number**: Policy numbers will be added when the policy has been approved and is posted on the college website.

**Review Date**: What year will the policy will be reviewed (keep internal until we have everything done)

(please note the review date – i.e. annually, biannually)

**Implementation History**: Enter current version’s date first, then older version’s dates, and effective date.

**Keywords**: Enter keywords separated by commas. Relevant keywords are required for searching.

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President Approval Date