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| **Title** | **Brief phrase that describes the policy** |
| **Number** | **assigned by Policy Officer** |
| **Category** | **assigned by Policy Officer**  |

**1.**  **PURPOSE**

A short introductory statement summarizing the purpose of the policy at a high-level.

**2. DEFINITIONS**

List and define terms used in the policy in alphabetical order. E.g., **Student** – an individual who is registered in a course or program at the College.

Include terms that have a unique or special meaning, technical and legal terms, acronyms, and similar terms that add to the user‘s understanding of the policy.

**3. POLICY**

Identify major rules and requirements contained in the policy, including information about the duties and responsibilities of individuals subject to the policy

The section should include any additional considerations, conditions or restrictions that impact policy compliance.

**4. RESPONSIBILITY**

Identify the position title of authority who can respond to policy content questions.

**5. REGULATIONS/PROCEDURES**

A listing of internal documents such as procedures and guidelines that support the policy will be hyperlinked from the policy webpage.

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| --- |
| **History/Revision** |
| Origination Date  |  |
| Amendment Date(s)  |  |
| Next Review Date  | [3 years after date of approval] |