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DIRECTIONS FOR COMPLETING
POLICY DRAFT TEMPLATE

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I. Policy Section
    We will use the same policy numbering system we currently have. If you are revising a policy, please use the existing policy section description and number. If you are creating a new policy, please write in the section name this policy fits into.

II. Policy Subsection
    This is the policy name. If revising a policy, use the same subsection number. If creating a new policy, please enter the suggested policy name and leave the subsection number blank.

III. Policy Statement
     This is the section for the written policy. Policy statements should be as brief and succinct as possible. If there are procedures as part of the policy, please enter them in section X.

IV. Reason for the Policy
    Examples of reasons for policies: required by law, mandated by granting agency, to give clear direction to staff on an issue.

V. Entities Affected by this Policy
    Describe any entities outside the College that would be directly affected by this policy.

VI. Who Should Read this Policy
    Please describe specific persons or groups that should read this policy. All staff is an appropriate description if it pertains to all college employees.

VII. Related Documents
     a).College Documents (contracts, guidelines, etc.)
     b).Other Documents (laws, regulations, guidelines)

VIII. Contacts (include Policy Owner)
      List titles of employees responsible for answering questions related to this policy.

IX. Definitions
    Please provide definitions for any words or terms contained in the policy that may not be clear to the reader.

X. Procedures
    Please provide written documentation of any procedures required as a result of this document. Please see the procedure template. We will no longer use the

term rules as in our previous policy.

XI.   <u>Forms</u>
Please include copies of forms required by this policy.

XII.   Effective Date

XIII.   Policy History

XIV.   Next Review/Revision Date