

**POLICY TYPE:**

**POLICY TITLE:**

**POLICY NUMBER:** *To be assigned by Policy Coordinator*

**Purpose:** *Why is the policy needed? How does it serve the College?*

**Scope:** *Who will be impacted by the policy: students, faculty, general employees, classified staff, et al?*

**Definitions:** *Include all policy specific terminology and acronyms used.*

**Policy:** *The policy reflects the rules governing implementation of the campus process.*

**Procedure:** *The procedure represents an implementation policy and should evolve over time as new tools emerge, new processes are designed, and the risks associated with an area changes in response to internal or external environmental changes.*

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**Specific Authority:** *Any laws that govern the policy*

**Law Implemented:** *Date when laws referenced in Specific Authority were implemented*

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#### **HISTORY OF POLICY OR PROCEDURE**

**Draft Date:** *Date of Draft*

**Policy Adopted:** *Date Adopted*

**Procedure Adopted:** *Date Adopted*

**Policy Revised:** *Date Revised and Details of revision.*

**Procedure Revised:** *Date Revised and Details of revision.*

**Reviewed by:** *Committees and councils that have reviewed the policy.*

**Sponsor:**

**Executive Team Sponsor:**