

**TITLE**

Type: (Board Policy, ISP Policy, ISP Procedure, Operational Policy, Operational Procedure)

Code: (Board Policies are letters – AB, ISP are numbers ISP 1015, ARC are numbers, etc)

Effective Date:

Date Last Reviewed/Updated:

Category or Department Responsible: (Human Resources, Business Office, ITS, Board of Education, etc.)

Contact Information: responsible party job title, email, and phone number

**PURPOSE**

[Text goes here.

*This section could include, but not limited to:*

* *Introduction*
* *What is the purpose of this policy and how does it relate back to the college’s mission, vision, and values*
* *Why this policy is important*
* *Who needs to know and understand this policy or who does this policy apply to]*

**BODY OF POLICY**

[Text goes here.

*This section could include, but not limited to:*

* *The narrative of the policy*
* *Policy statement*
* *Definitions*
* *Standards*
* *Scope*
* *General Provisions*
* *Exceptions & Conditions*
* *Legal Compliance*
* *Rules*
* *Criteria*
* *Examples*
* *Steps to follow*
* *Approvals Needed*
* *Consequences*
* *Who is responsible for enforcing*
* *How one can file a complaint*
* *How one can appeal the policy]*

**RELATED POLICIES, PROCEDURES, AND REFERENCES**

[Text goes here.

*This section could include, but not limited to:*

* *List other policies or procedures that go with this policy*
* *Legal References*
* *Cross Reference with other policies]*

END OF POLICY