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
